

# Kingston Grants Program Policy




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## 1 Document Control

The electronic version of this document is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

RESPONSIBLE GENERAL MANAGER	General Manager Community Strengthening
POLICY OWNER	Manager Inclusive Communities
APPROVED BY	Council
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## 2 Purpose

This Policy sets out the approach to Council's provision of financial assistance to the community through *grants*, as offered through the Kingston Grants Program.

## 3 Scope

### 3.1 Grants

This Policy applies to the *grant streams* listed below and further detailed at Appendix A: 'Kingston Grants Program – Grants Streams Overview' of this Policy.

- Community Events Grants
- Operational & Partnership Grants
- Community Bi-annual Grants
- Community Small Grants

### 3.2 Council Representatives

This Policy applies to all Council officers, Councillors and external personnel who have responsibility for planning, assessing, deciding, managing and/or evaluating *grants* for any *activities* of any dollar value for, or on behalf of, Council.

### 3.3 Community Representatives

This Policy applies to community members who apply for (*applicants*) and/or receive (*recipients*) a Council *grant* for any *activities* of any dollar value, or who at Council's discretion, are engaged by Council to contribute to assessing and making recommendations for *grants*.

## 4 Policy Details

The Kingston Grants Program plays an important role in enabling the delivery of *activities* for the benefit of the Kingston community, in alignment with Council's key directions (*strategic priorities*) as identified in the Council & Wellbeing Plan 2025-29 and other strategic documents.

### 4.1 Strategic Context

Council provides *grants* consistent with the following *key directions* under the Council & Wellbeing Plan 2025-29:

- Healthy & Connected
- Vibrant & Prosperous
- Liveable & Sustainable
- Responsibly Governed

The latest published Council & Wellbeing Plan 2025-29, together with supporting policies, strategies, and action plans can be found on Council's website at:

[www.kingston.vic.gov.au/council/council-documents/plans-policies-and-reports](http://www.kingston.vic.gov.au/council/council-documents/plans-policies-and-reports)

### 4.2 Objectives

The Kingston Grants Program aims to:

- Assist the delivery of Council's *key directions*
- Provide fair, inclusive, and equitable opportunity for the Kingston community to seek financial assistance through *grants* from Council
- Support a diverse range of *organisations and community groups*, businesses, artists, and *activities*, that respond to identified local needs and achieve positive outcomes for the Kingston community
- Commit to processes that support sound management and governance of *grants*

### 4.3 Guiding Principles

The following principles underpin Council's overall approach to the provision of *grants*:

- **Access:** Our community should be aware of *grant* opportunities. The *application* process should be easy, and *applicants* should have the resources and support to apply
- **Equity:** Our *grants* will meet the needs of those in the community who will get the greatest benefit from financial support
- **Inclusion:** *Application* and *assessment* processes should remove barriers and reduce discrimination for people with disabilities, young people, older people, women, LGBTQIA+, Indigenous people, and people from multicultural backgrounds
- **Diversity:** People from diverse backgrounds should be specifically made aware of *grants*, and *recipients* should represent the diversity of Kingston's community
- **Good Governance:** The administration of *grants* should provide equity of *grant* allocations and reduce risk to Council.

- **Strategic Alignment:** Grants programs should be aligned with Council’s strategic direction.

#### 4.4 Funding Priorities

Council is committed to ensuring the best use of funds through its *grants* programs to maximise benefits for the Kingston community. Funding priorities are guided by the Council & Wellbeing Plan 2025–29 and are delivered through Council’s established grant *streams* and categories.

In addition, Council may endorse specific priorities to guide the allocation of funding through the Community Bi-annual Grants and Community Small Grants streams. These priorities may reflect key focus areas of the Council & Wellbeing Plan 2025–29, including:

- Youth Engagement and Support
- Climate Action and Sustainability
- Aboriginal and Torres Strait Islander Recognition and Self-Determination
- Equity, Inclusion and Social Justice
- Community Health and Wellbeing
- Welfare support
- Community Safety and Family Violence Prevention
- Connected and Resilient Communities
- Arts, Culture and Heritage
- Active and Healthy Lifestyles
- Digital Inclusion and Innovation
- Support for Older Adults and Carers
- Access to Nature and Open Space

#### 4.5 Kingston Grants Program – Grant Streams and Categories

The Kingston Grants Program includes the following grant *streams* and categories:

- **Community Events Grants** (up to \$25,000 annually) – For not-for-profit *organisations and community groups* to deliver established, regular, and significant events within Kingston that are accessible to the entire community.
- **Operational & Partnership Grants** – For the operational costs of not-for-profit *organisations and community groups*.
  - **Neighbourhood Houses & Community Centres (NH&CC)** (up to \$100,000 annually with a 3% annual increase) – For community Neighbourhood Houses and Centres.
  - **Welfare Services**
    - **Emergency Relief** (up to \$110,000 annually) – For services that align with the *Emergency Relief Funding Model*.
    - **Welfare Support** (up to \$60,000 annually) - For non-Emergency Relief welfare services that deliver specialist programs.
  - **Community Interest Organisations** (Up to \$20,000 annually) – For organisations that strengthen community life.
  - **Multicultural & Seniors** (Up to \$7,000 annually) - For Kingston’s multicultural and seniors groups.
- **Community Bi-annual Grants** (up to \$10,000) – For new or once-off activities that align with the Council & Wellbeing Plan 2025-29.

- **Community Projects & Programs** – For not-for-profit *organisations and community groups* activities.
  - **Small Community Events** – For not-for-profit *organisations and community groups* delivering smaller-scale events in Kingston.
  - **Minor Capital Works** – For not-for-profit *organisations and community groups* to make small improvements to community buildings or outdoor spaces in Kingston or install energy-efficient appliances or equipment.
  - **Arts Projects & Programs** - For artists seeking to create and present arts activities in Kingston.
  - **Local Business Community Impact** – For for-profit businesses that contribute to the diversity of community activities within Kingston.
- **Community Small Grants** (up to \$2,000) - For not-for-profit *organisations and community groups* delivering smaller-scale once-off activities that align with the Council & Wellbeing Plan 2025-29.
    - **Community Projects & Programs** – For activities that strengthen the Kingston community.
    - **Community Celebrations** – For small-scale gatherings that celebrate culture, identity, or local milestones.
    - **Small Equipment** - For the purchase of small equipment.
    - **Capacity Building** – For activities that build capability (skills, succession planning, governance).
    - **New Group Start-Up Support** – For new groups to become established and *incorporated*.

#### 4.6 Grants Administration & Decision-Making

The Kingston Grants Program involves *application*, eligibility, assessment, decision-making, funding allocation, grant management and reporting stages.

##### 4.6.1 Application Requirements and Eligibility

###### Application Process

All *applications* must be submitted via the official *application* process. Only complete *applications*, including all required approvals and supporting documentation, will be considered. Council will not fund any costs associated with the preparation of funding *applications*, reporting, or grant management. Support will be provided to assist *applicants* and grant *recipients*.

Late applications will only be considered by the Manager of Inclusive Communities in exceptional circumstances. Exceptional circumstances do not include illness, leave, or holidays of one community group member or family member.

###### Alignment with Council Priorities

*Applications* must:

- Align with funding priorities related to the Council & Wellbeing Plan 2025-29.
- Align with the purpose of the relevant grant *stream* and *category*.
- Comply with all Council policies, applicable laws, government directions, and legal agreements.

###### Funding Restrictions

*Applications* must be for a distinct *activity* not already funded through another Kingston Grants Program *stream* or the Kingston Charitable Fund.

Funding will not be provided for:

- Replacing reduced or discontinued income from other sources.
- Duplicating funding for the same *activity* across multiple grant *streams*.
- Duplicating activities already provided by Council or other sources for the same audience.
- Activities that are the core responsibility of the State or Commonwealth Government, non-government entities, or part of the school curriculum.
- Reimbursement for costs incurred prior to funding allocation and execution of a *Funding Agreement*.

### Eligibility

Each grant *stream* or *category* has specific eligibility requirements, as outlined in the respective program guidelines.

To be eligible for funding from the Kingston Grants Program, *applicants* must:

- Be, or be *auspiced* by, an incorporated not-for-profit organisation or community group - unless applying under the following grant *streams* or *categories*:
  - *Community Bi-annual Grants – Local Business Community Impact*
  - *Community Small Grants – New Group Start-up Support*
- Be located in Kingston or demonstrate a significant benefit to the Kingston community.
- Hold appropriate insurances.
- Not have outstanding debts to Council (unless subject to an approved payment plan).
- Have met all applicable obligations to relevant government institutions, such as Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, the Australian Securities and Investment Commission, and WorkSafe Victoria.

#### 4.6.2 Assessment

All *applications* will be assessed against the published Assessment Criteria. The criteria and assessment processes for each grant *stream* and *category* are detailed in the relevant Guidelines.

The following grants will be assessed by the Kingston Grants Program Assessment Panel:

- Community Events Grants
- Operational & Partnership Grants – Neighbourhood Houses & Community Centres category
- Operational & Partnership Grants – Welfare Services category
- Operational & Partnership Grants – Community Interest Organisations category
- Community Bi-annual Grants

The Assessment Panel membership and role is defined in the Kingston Grants Program Assessment Panel Terms of Reference. The Panels specialist advice from subject matter experts and make funding recommendations to Council.

The assessment of Operational & Partnership Grants – Multicultural & Seniors category, and Community Small Grants are delegated to Council Officers. Delegations and authorisations are outlined in Section 5.1 of this Policy.

The Operational & Partnerships - Multicultural & Seniors category is assessed by a formula-based funding model. If the total amount calculated under the funding formula exceeds the available budget, allocations for all successful applicants will be reduced proportionally to remain within the approved budget.

### 4.6.3 Decision-Making

Grant funding decisions are made by Council unless delegated to Council Officers. Delegations and authorisations are outlined in Section 5.1 of this Policy.

### 4.6.4 Funding Allocation

Following the funding decision, the successful *applicant* must enter into a *Funding Agreement* before any payment is released. Payment will only be made once all grant requirements have been met. Funding will not be released if the *applicant* has any previous Council *grants* that have not been successfully acquitted. Triennial grant instalments will only be released once the previous year's funding has been successfully acquitted and all reporting requirements have been met.

### 4.6.5 Grant Management

Grant recipients must acknowledge Council's support in any publications or advertisements related to their activity.

Any proposed changes to funded activities must be communicated to Council as early as possible, and completion of a *Funding Variation* form may be required. Grant funds must be expended within the timeframe specified in the funding agreement, unless a *Funding Variation* has been approved to extend the *activity* timelines and *acquittal* due date.

### 4.6.6 Reporting

Grant recipients are required to submit an acquittal within two months of completing the funded activity or event. The acquittal must include a report on activity outcomes and evidence demonstrating that funds were expended in accordance with the approved application and funding agreement.

For Community Small Grants, Community Bi-annual Grants, Operational and Partnership Grants in the Multicultural and Seniors category, and Community Events Grants, acceptable evidence of expenditure includes receipts, or where receipts are not available, a Statutory Declaration outlining how grant funds were spent.

For Operational and Partnership Grants within the Neighbourhood Houses and Community Centres, Welfare Services, and Community Interest Organisations categories, recipients may provide receipts or the following evidence in lieu of receipts:

- a detailed financial summary, including an annual financial report, together with a Statutory Declaration confirming that the grant funds were expended in accordance with the funding agreement; or
- an audited financial statement.

Acquittals must be submitted by the specified due date. Council reserves the right to decline acquittals that are incomplete, inaccurate, or submitted after the deadline.

All acquittals will be reviewed to confirm that funding has been used in accordance with the approved purpose. Where an acquittal is not accepted and further information is required, recipients will be given 30 days to provide the requested documentation. If the acquittal remains outstanding or unresolved, a final follow-up period of 10 days will be provided.

Failure to submit an approved acquittal within this timeframe will result in the recipient being deemed ineligible for funding in the following year. For triennial grant recipients, the following year's payment will not be released.

Information collected through acquittals, including outcomes, scoring, and associated metadata, may be made publicly available through Council meeting records to support transparency and public accountability.

## **4.7 Good Governance**

Council will ensure high standards of governance are upheld in the provision of *grants*. Our approach to *grants* governance activates the Guiding Principles at [section 4.3](#) of this Policy, and is guided by Australian Standard AS 8000 that sets standards in relation to governance, including probity assurance.

### **4.7.1 Transparency and accountability**

- All *grants* available will be promoted to the community.
- Approved *grants* will be published to the community.
- Program Guidelines will be developed and published for all *grant streams* and *grant categories* determined by Council.
- Program Guidelines will provide information about:
  - All *grant streams* and *grant categories* available
  - The *application* process
  - Eligibility requirements as to who can apply and the types of *activities* and expenses that can be considered
  - *Assessment* criteria and process
  - Funding priorities
  - Timelines
  - General conditions that apply to *grants*
  - Reporting and *acquittal* requirements
  - Support available for *applicants*.
- Unsuccessful *applicants* will be provided feedback on the reasons their *application* was unsuccessful.
- *Applicants* approved for partial funding will be provided feedback on the reasons for partial funding.
- *Recipients* must enter into a *funding agreement* with Council before any monies are released.
- Any variation to a *grant* approved by Council must be requested in writing by the *recipient* and approved by Council officers. A variation may relate to time, value or scope. *Recipients* cannot be allocated additional funding.
- *Recipients* must acquit their *grant* to ensure that the *grant* received has been spent in accordance with this Policy, the published Program Guidelines, and in accordance with the *funding agreement*.
- Unspent funds must be returned to Council.

### **4.7.2 Fairness and equity**

- Council will ensure that *grants* are equitably available to a diverse range of *organisations and community groups, businesses* and artists across a broad range of *activities* that are consistent with Council's *strategic priorities*.

- Available *grants* will be widely promoted to the community using multiple channels to reach as many people as possible. This may include (but is not limited to) Council's website, Council's eNews, Council's social media, advertisement in local newspapers, direct e-mail to previous *applicants* and *recipients*, notices across Council's community hub locations, and provision of information sessions.
- Council will provide *application* development support and links to language and accessible services to assist *applicants* who are from non-English speaking backgrounds or have a vision or audio impairment.
- Council will make its best efforts to remove barriers and discrimination in the *grants* process. This includes (but is not limited to) where barriers arise due to language, culture, mobility, disability, age, gender, safety, and technology access and literacy.
- *Application*, *assessment*, *funding agreement*, and *acquittal* requirements will be proportionate to the monetary value and risk level of a *grant* requested or received.
- All *applications* will be considered using the same eligibility and *assessment* criteria for the applicable *grant stream* as set out in published program Guidelines.
- *Applicants* and *recipients* must demonstrate that their *activity* is made available to the community without discrimination on the basis of access, equity, and human rights and responsibilities.
- Whilst Council's funding decisions are final, *applicants* can choose to contact Council to appeal a funding decision, to be dealt with in accordance with Council's Complaints Policy.

#### 4.7.3 Impartiality and ethical conduct

- All staff, Assessment Panel members, and Councillors involved in the administration, assessment, or decision-making of grants are required to complete annual training on maintaining the integrity of the grants program and managing fraud and corruption risks, as recommended in the VAGO Fraud Control Over Local Government Grants report. Council provides mandatory training for staff and Councillors that covers:
  - Declaring and managing conflicts of interest
  - Fraud risks specific to grant programs
  - The council's relevant policies and procedures.
- Council will offer *grants* without bias to maintain trust in the *application* and *assessment* process.
- Council will ensure that collusive or otherwise unethical behaviours that may lead to bias or undue influence are well-managed by ensuring that *applications* are considered on their merits consistent with published program Guidelines.
- The *assessment* process will ensure separation between those that assess and make recommendations on *applications* and those that decide on *applications*.
- Council will establish a Grants Assessment Panel to assess and make recommendations on *applications* that are determined to be higher value/higher risk (i.e. *applications* to Operational & Partnership *Grants* (except Multicultural & Seniors *category*), Community Bi-annual *Grants*, and Community Events *Grants*). This panel will operate to a documented Terms of Reference.
- Council will appoint an independent probity representative to observe meetings of Council's Grants Assessment Panel, where this panel is used in the *assessment* process and in accordance with the Terms of Reference of this panel.

- All funding decisions will be recorded. If a funding decision is inconsistent with a funding recommendation, the reason for this difference will also be recorded.
- Letters of support from Councillors submitted with an *application* by *applicants* will not be considered during the *assessment* process.
- No funding recommendations will be presented to Councillors for decision at the time of Council elections, in accordance with Council’s Election Period Policy.

#### 4.7.4 Misuse of position

- Under Section 123 of the Local Government Act 2020 (Vic), Councillors and members of delegated committees must not intentionally misuse their position to gain or attempt to gain, directly or indirectly, an advantage for themselves or another person, or to cause or attempt to cause detriment to the Council or another person.
- Examples of misuse of position could include, but are not limited to:
  - Making improper use of information or confidential material acquired as a Councillor;
  - Disclosing confidential information without authority;
  - Directing or improperly influencing staff;
  - Using public resources or funds for unauthorised purposes;
  - Councillors with a conflict of interest trying to influence other Councillors; or
  - Participating in decision-making where a conflict of interest exists.
- To mitigate risks associated with grants decision-making, Council will ensure that:
  - All Councillors, Assessment Panel members, and staff involved in grant assessment or decision-making undertake annual governance and probity training, including managing conflicts of interest and maintaining program integrity;
  - Conflicts of interest are declared, documented, and managed in accordance with Sections 127–131 of the Act;
  - Councillor involvement in the grants process is limited to considering and approving recommendations made through the established assessment process; and
  - All decisions are documented and made transparently in accordance with Section 9(2)(i) of the Act, which requires that Council decisions, actions, and information are to be transparent.
- These measures collectively uphold the integrity of the Kingston Grants Program and ensure compliance with legislative and governance obligations.

#### 4.7.5 Value for money

- Council will obtain best value in the use of public funds in the way it provides *grants*. This will be done in accordance with Council’s *key directions* set out in the Council & Wellbeing Plan 2025-29, and in alignment with published Program Guidelines.
- *Applications* will be considered against financial and non-financial value-for-money considerations, expressed in formula funding approaches and as *assessment* criteria set out in published Program Guidelines.
- Council will consider the monetary value of *grants* in its expectations of community

benefit that can reasonably be delivered through the *activity*.

- Council will ensure that periodic evaluation of the benefits and outcomes achieved from *grants* is undertaken.

#### **4.7.6 Conflict of interest management**

- In line with expected conduct standards for Councillors and Council officers, Council will proactively manage actual, potential or perceived conflicts of interest when assessing, making recommendations, and deciding on *applications*.
- Any person involved in assessing, making recommendations, and deciding on *applications* will be subject to Council's conflict of interest declaration and management process for *grants* set out in Council's Grants Practice Manual and in accordance with Council's Conflict of Interest Policy.
- Councillors will be subject to standing conflict of interest declarations and management processes where recommendations are presented to a meeting of Council for a decision.
- Grant funds must be used solely for approved purposes. Grant funds must not directly or indirectly financially benefit the recipient, or any family members or friends of the recipient.
- Recipients must take reasonable steps to avoid conflicts of interest and manage unavoidable conflicts transparently and in accordance with Council or officer directions.
- Failure to disclose or appropriately manage conflicts may result in suspension, termination or recovery of grant funds.

#### **4.7.7 Confidentiality management**

- Notwithstanding Council's commitment to transparency, some information collected, developed and held in relation to *applications*, *applicants*, *recipients*, and *acquittals*, needs to remain confidential as per the *Local Government Act 2020* (VIC), to uphold *grants* process integrity.
- Council will use appropriate systems and procedures, including access permissions and controls, to ensure the security and disposal of *grants* information.
- Information about *grants* will only be shared on a need-to-know basis with time limits imposed to access certain information, as appropriate.
- Any person involved in assessing, making recommendations, and deciding on *applications* or otherwise having access to *grants*-related information will be subject to Council's conduct and policy requirements for handling Council information.

### **4.8 Budget**

Council allocates an annual funding pool for distribution across the nominated *grant streams* in accordance with Council's annual budget planning process.

For nominated multi-year *grant streams*, Council makes a multi-year budget commitment for allocation through the annual funding pool for distribution.

Council will reserve the right to target funding to areas that align with its *key directions* or other identified emerging need. The community will be notified of such preferences through published program Guidelines.

#### **4.9 State of Disaster, State of Emergency or Critical Incidents**

Council will reserve the right to adopt streamlined and flexible *grants* processes to facilitate an immediate response to an emergency, crisis or disaster.

This includes, but may not be limited to, instances where a State of Disaster or a State of Emergency is declared under the *Emergency Management Victoria Act 2005 (Vic)* or *Public Health and Wellbeing Act 2008 (Vic)*.

For all such events and incidents, Council officers are required to deliver *grants* as directed by Council's Chief Executive Officer, or their delegate, and in accordance with Council's Instruments of Delegation.

#### **4.10 Relationship to Other Funding Programs**

##### **4.10.1 Kingston Charitable Fund**

Established in 2006, the Greater Melbourne Foundation operates as a not-for-profit *organisation* independent from Council. Its purpose is to raise and distribute funds to community *organisations* with Deductible Gift Recipient (DGR) and Tax Concession Charity (TCC) status (i.e. charitable *organisations*), to support initiatives that deliver benefits to the Kingston community.

Council supports the program by promoting funding opportunities through the Kingston Charitable Fund and providing recommendations to the Greater Melbourne Foundation board for approval. Council does not directly manage or distribute the funding pool.

##### **4.10.2 Other Funding Sources**

Where appropriate, Council at its discretion may:

- Transfer or delegate a funding request to another Council program for consideration.
- When assessing a request for any Council *grant*, consider and advise an *applicant* of alternative means of funding or in-kind support that may be appropriate for the nature of the *application* submitted. This support may be within or external to Council.

#### **4.11 Review and Evaluation**

From time to time, circumstances may require minor administrative changes to this Policy. Changes to this Policy that are not considered material, will be made administratively, such as updates to Council department or position title names, legislative amendments affecting the name of the legislation, updates to *key priorities* aligned to the latest Council & Wellbeing Plan 2025-29, or operational details relevant to *grant streams* or *grant categories* including (but not limited to) names and funding amount thresholds. Any other changes that materially impact this Policy's intent must be considered by Council.

The Kingston Grants Program and its *grants streams* will undergo periodic review to ensure they remain responsive to Council's *key directions* and community needs. Council uses information collected in the *grants* process and through targeted consultation as required to inform continuous improvement in how *grants* are provided. The information will be considered against the objectives for the Kingston Grants Program outlined in this Policy.

## 5 Delegation Authority and Decision Guidelines

### 5.1 Delegations/Authorisations

Council delegates:

- The Manager Inclusive Communities to accept or reject late applications.
- The Manager Inclusive Communities, Team Leader Community Capacity and Partnerships, and Coordinator Community Capacity, to:
  - determine *applicant* eligibility and *application* alignment with funding *streams*, categories and Emergency Relief funding tiers.
  - make funding decisions for the Community Small *Grants stream*.
  - approve *Funding Variations* aligning with the intent of the funded *activity* (excluding increases to approved funding amounts). These changes will be documented via *Funding Variation* forms.
- The Chief Executive Officer, or their delegate, in the event of a State of Disaster, State of Emergency or Critical Incidents in accordance with section 4.9 of this Policy.

Where funding decisions differ from Assessment Panel recommendations, Council will provide their reasons for amending recommendations.

### 5.2 Exemptions

Exemption to this Policy must be requested in writing to the Manager Inclusive Communities, with information outlining:

- The requesting Council officer and department
- The nature of the *grants*
- Reason(s) as to why an exemption required
- Sign-off by the Manager of the requesting department.

Requestors should note that exemption is not automatic and will only be considered in exceptional circumstances.

### 5.3 Human Rights Charter

This Policy has been reviewed against and complies with the Charter of Human Rights and Responsibilities 2006.

## 6 Related Documents and Resources

### 6.1 Legislation / External Documents

Key relevant legislation and external documents include (but are not limited to):

- *Local Government Act 2020* (Vic), with specific reference to:
  - s47 – Delegations by Chief Executive Officer
  - s49 – Code of conduct for members of Council staff
  - s53-54 – Audit and risk committee
  - s55-58 – Community accountability
  - s70 – Prohibition of Councillor discretionary funds
  - s107 – Complaints policy

- s123-125 – Improper conduct
- s126-131 – Conflict of interest
- s137-138 – Gifts
- s139-140 – Councillor conduct
- *Associations Incorporation Reform Act 2012 (Vic) & Associations Incorporation Reform Regulations 2023*
- Australian National Audit Office (ANAO) Reports
- *Charities Act 2013 (Cth)*
- Charter of Human Rights and Responsibilities
- *Commonwealth Grants Rules and Guidelines (CGRGs, 2017, Dept. of Finance)*
- *Corporations Act 2001 (Cth)*
- *Disability Discrimination Act 1992 (Cth) & Disability Inclusion Principles*
- *Emergency Management Victoria Act 2005 (Vic)*
- *Equal Opportunity Act 2010 (Vic)*
- *Gender Equality Act 2020 (Vic)*
- *Occupational Health and Safety Act 2004 (Vic)*
- *Privacy Act 1988 (Vic)*
- *Privacy and Data Protection Act 2014 (Vic)*
- *Public Health and Wellbeing Act 2008 (Vic)*
- *Racial and Religious Tolerance Act 2001 (Vic)*
- *Victorian Auditor-General's Office (VAGO) Fraud and Corruption Control – Local Government and Grants Programs*
- Victorian Child Safe Standards (2022)
- *Victorian Grants Management Framework (DFFH/DTF)*
- *Victorian Integrity Agencies Guidance (from IBAC and the Local Government Inspectorate)*

## **6.2 Internal Documents**

Key relevant internal documents include (but are not limited to):

- Child Safe Policy
- Complaints Policy
- Conflict of Interest Policy
- Council & Wellbeing Plan 2025-29 and supporting policies, strategies and action plans
- Election Period Policy
- Fraud and Corruption Policy
- Grants Assessment Panel Terms of Reference
- *Grant application and funding forms:*
  - *Application*
  - *Eligibility Check*
  - *Assessment*

- *Funding Agreement*
- *Funding Variation*
- *Acquittal*
- *Conflict of Interest declaration*
- *Councillor Declaration*
- Instruments of Delegation
- Leasing Policy
- Kingston *Grants* Program Guidelines

### 6.3 Resources

For all Kingston Grants Program information including this Policy, the Program Guidelines, and supporting guidance, please refer to Kingston’s website:

<https://www.kingston.vic.gov.au/community/grants>

This Policy is available in a variety of formats including hard copy, electronic, and large print from Council’s website and Community Grants Officers - 1800 635 356. For translation services please call TIS on 131 450.

## 7 Definitions

<b>Activity</b>	A service, program, project, event, or other pursuit that is the subject of an <i>application</i> or <i>grant</i> .
<b>Acquittal</b>	Information provided by a <i>recipient</i> that ensures that funds have been spent and administered in line with the conditions of the <i>grant</i> . An <i>acquittal</i> is a report that outlines how the funds were spent (financial) and what was achieved with the support, including activities delivered, outcomes and benefits to the community.
<b>Applicant</b>	An <i>organisation</i> , business or artist who applies for a <i>grant</i> .
<b>Application</b>	The formal documented request for a <i>grant</i> submitted by an <i>applicant</i> , typically in response to a set of questions and information requested.
<b>Auspice</b>	An agreement where one <i>organisation</i> agrees to apply for and manage a <i>grant</i> on behalf of another <i>organisation</i> . The <i>auspice</i> is responsible for financial and <i>acquittal</i> requirements.
<b>Category</b>	Refers to a specific offering under a <i>grant stream</i> . At times, they may have further specified objectives.
<b>Funding Agreement</b>	Sets out the general terms and conditions, additional terms and conditions and schedules relevant to the funded <i>activity</i> .
<b>Funding Variation</b>	Any approved change to the original terms of a funding agreement between Council and a grant <i>recipient</i> . This may include amendments to the purpose, scope, timelines, or conditions of a funded activity. Variations must be formally requested by the grant <i>recipient</i> , assessed by Council, and approved in writing before the change can take effect.

<b>Grant</b>	Money given to organisations and community groups, business or artists for a specified purpose that is consistent with, and helps achieve, priority objectives and outcomes of both Council and the <i>organisation</i> , business or artist.
<b>Grant stream</b>	A specific offering under an umbrella <i>grants</i> program tied to specific objectives.
<b>Incorporated</b>	Incorporated under the <i>Associations Incorporation Reform Act 2012</i> (Vic) or other relevant legislation.
<b>Kingston</b>	Municipality of Kingston, Victoria (City of Kingston)
<b>Local Business</b>	In the context of these grants, a local business is defined as a business registered within the City of Kingston that has been operating for at least 12 months, has an annual turnover of less than \$1,000,000 and provides their Australian Business Number (ABN)
<b>Minor capital works</b>	In the context of this Policy, Minor Capital works includes the renewal of fitted or fixed equipment or furnishings for community use (such as netting behind goal posts, goal post installation, fencing, carpet replacement, lighting upgrades, playing surface upgrades, kitchen upgrades, electronic scoreboards, painting a hall, and seating), where the total project value is less than \$100k.
<b>Organisation and Community Group</b>	An entity consisting of a group of people that has a shared purpose and carries out <i>activities</i> in support of the shared purpose. In context of this Policy, it includes community groups and clubs.
<b>Recipient</b>	An <i>organisation</i> , business or artist who receives a <i>grant</i> .
<b>Strategic priorities</b>	Collective term referring to Council's strategic directions, objectives and priorities as set out in the Council & Wellbeing Plan 2025-29 supporting policies, strategies, and action plans.

## 8 Appendix A: Kingston Grants Program - Grant Streams Overview

<i>Grant stream Focus Description</i>	<b>Community Events Grants</b>	<b>Operational &amp; Partnership Grants</b>	<b>Community Bi-Annual Grants</b>	<b>Community Small Grants</b>
<i>Who the grants are for</i>	Community Event support Support event organisers to establish and deliver safe, successful, and sustainably operated-annual community events or a program or series of community events in Kingston	Operational support Support provision and development of key community services, programs and other initiatives that align with Council's strategic priorities.	One-off activity support Support delivery of projects and activities that align with Council's strategic priorities.	One-off activity support Support smaller scale projects and activities that strengthen community participation, help the environment, improve group sustainability.
<i>Categories</i>	Not-for-profit organisations and community groups No categories but can support larger community events or a series of community events	Not-for-profit organisations and community groups <ul style="list-style-type: none"> <li>• Neighbourhood Houses &amp; Community Centres</li> <li>• Multicultural &amp; Seniors</li> <li>• Welfare Services <ul style="list-style-type: none"> <li>○ Emergency Relief</li> <li>○ Welfare Support</li> </ul> </li> <li>• Community Interest Organisations</li> </ul>	Not-for-profit organisations and community groups, auspiced artists, and local businesses <ul style="list-style-type: none"> <li>• Community Projects &amp; Programs</li> <li>• Small Community Events</li> <li>• Minor Capital Works</li> <li>• Arts Projects &amp; Programs</li> <li>• Local Business Community Impact</li> </ul>	Not-for-profit organisations and community groups seeking incorporation <ul style="list-style-type: none"> <li>• Community Projects &amp; Programs</li> <li>• Community Celebrations</li> <li>• Small Equipment</li> <li>• Capacity Building</li> <li>• New Group Start-up Support</li> </ul>
<i>Amount (ex GST unless specified)</i>	Up to \$25,000	<ul style="list-style-type: none"> <li>• Neighbourhood Houses &amp; Community Centres – up to \$100,000 (with 3% annual increase)</li> <li>• Welfare Services <ul style="list-style-type: none"> <li>○ Emergency Relief – Up to \$110,000</li> <li>○ Welfare Support – Up to \$60,000</li> </ul> </li> <li>• Community Interest Organisations – up to \$20,000</li> <li>• Multicultural &amp; Seniors – up to \$7,000 (including maximum qualitative funding)</li> </ul>	Up to \$10,000	Up to \$2,000
<i>Term Frequency offered</i>	3 years Assessed annually (until funding is exhausted)	3 years Assessed annually (until funding is exhausted)	1 year Bi-annual (twice a year)	1 year Always open (until funding is exhausted)
<i>Application process</i>	Application form, online	Application form, online	Application form, online	Application form, online
<i>Assessment and approval process</i>	Council officer(s) eligibility check and assessment. Panel recommendation presented to Council for a decision.	Council officer(s) eligibility check and assessment. Panel or funding formula recommendation presented to Council for a decision.	Council officer(s) eligibility check and assessment. Panel recommendation presented to Council for a decision.	Council officer(s) eligibility check and assessment. Decision by Council officer(s) by delegations, reporting to Council for noting.
<i>Contract type Report type</i>	Funding Agreement Annual Report Financial Acquittal	Funding Agreement Annual Report Financial Acquittal	Funding Agreement Final Report Financial Acquittal	Funding Agreement - simple Final Report Financial Acquittal