Kingston Grants Program
Bi-Annual Grants

Application Help
Booklet 2024-2025

Applications **Open: 9am Monday 29 January 2024**

Applications **Close: Midnight Monday 11 March 2024**

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community inspired leadership

City of
KINGSTON

Contents

Why Council provides grants

Through the Kingston Grants Program, Kingston City Council aims to support activity in the Kingston community that:

- Meet community needs and access requirements;
- Promotes community cohesion;
- Encourages residents' engagement and participation in a range of local activities; and
- Assists Council in achieving its planned outcomes, which have been developed in partnership with the community.

The Kingston Grants Program is underpinned by a set of principles, which can be found in the Kingston Grants Policy. There are several different grants provided by Kingston Council. For more information, please refer to Council's website kingston.vic.gov.au/community/grants/community-grants.

Bi-Annual Grants

Bi-Annual Grants are one-off grants that support activities that align with and activate Council's strategic priorities for the benefit of the Kingston community. There are two rounds for funding consideration for the **2024/25 financial year**;

Round 1 opens 29 January 2024 and closes 11 March 2024

Round 2 opens 29 July 2024 and closes 6 September 2024

Applicants are eligible to receive a maximum of **one grant per financial year**. Therefore, if you are successful for funding within Round 1, you will not be able to apply for Round 2 as this is the second round for funding consideration for the 2024/25 financial year. However, if you are not funded within Round 1, you may reapply for Round 2.

Applications for bi-annual grants for the 2025/26 financial year will open early 2025.

About this help booklet

This Help Booklet aims to provide information for groups and organisations seeking to apply under the bi-annual grant stream. The booklet explains in detail the information we are seeking from the questions in the application form and will also guide you through the SmartyGrants online application process.

Please read the Kingston Grants Program Policy and Guidelines for further information about the grants program and different grant categories. Community groups and not-for-profit organisations are strongly encouraged to attend one of the grants information sessions (refer to for details).

Multilingual services are also available for those experiencing language difficulties Translating and Interpreting Service TIS: 131 450. You will be asked to advise which organisation you want to contact, which is Kingston City Council. Our phone number is 1300 653 356.

National Relay Service: 1300 555 727 (Quote our 1300 653 356 number or visit National Relay Service website)
For callers who have a hearing, speech or communication impairment

2024 Kingston Grants Program Information Sessions

Tuesday 13th February
1.30pm to 3.00pm
Patterson Lakes Community Centre
54-70 Thompson Road Patterson Lakes
RSVP – [2024 Kingston Grants Program, Tue Feb 13, 2024 at 1:30 PM | Eventbrite](#)

Tuesday 13th February
6.00pm to 7.30pm
Online using Zoom
RSVP – [2024 Kingston Grants Program, Tue Feb 13, 2024 at 6:00 PM | Eventbrite](#)

Thursday 15th February
10am to 11.30am
Westall Community Hub
(Fairbank Room) upstairs/lift
35 Fairbank Road
Clayton South
RSVP – [2024 Kingston Grants Program, Thu Feb 15, 2024 at 10:00 AM | Eventbrite](#)

Thursday 15th February
6.00pm to 7.30pm
Kingston Council Offices
1230 Nepean Highway
Cheltenham
RSVP – [2024 Kingston Grants Program, Thu 15 Feb 2024 at 6:00 pm | Eventbrite](#)

Smaller sessions will be available upon request, or individual help is also available.

The presentation is available online via our website together with FAQ/s. Should you have further questions regarding your application, please contact the Kingston Grants Officers on 1300 653 356 or community@kingston.vic.gov.au

https://www.kingston.vic.gov.au/Community/Community-Grants
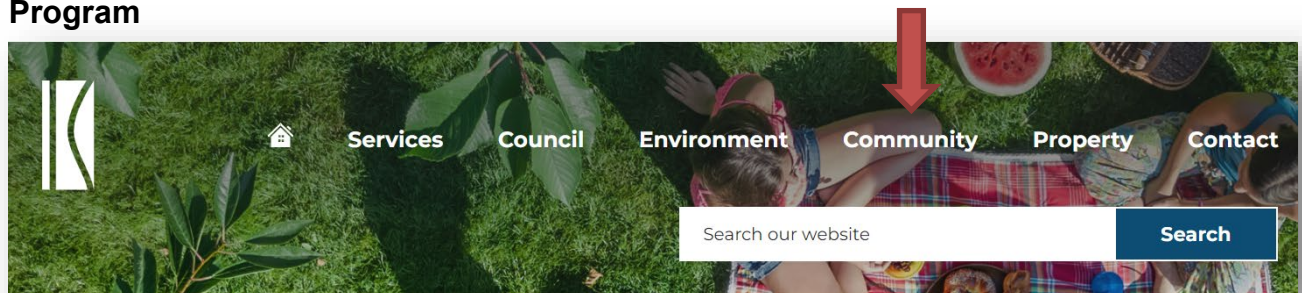
Bi-Annual Grants
Round 1 opens 9am Monday 29 January 2024
Apply by midnight Sunday 11 March 2024

Round 2 will open 29 July 2024 and close 6 September 2024

How to apply online

From Council's website home page, you can follow the links to the grants page kingston.vic.gov.au then click on **community** and then **Grants** and select **Grants Program**

Grants

Council has a range of grants available to local organisations and groups to help provide services and projects for health and welfare, art and culture, sport and recreation, education, environment and community support. Our Kingston Charitable fund also helps local charitable organisations provide community programs and services.
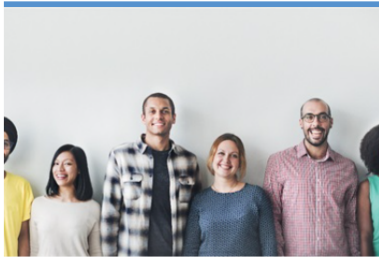
Grants program

Our program provides an opportunity for Council to work in partnership with the local community to build a stronger, more connected neighbourhood by investing in your ideas and aspirations.

Junior Council grants

Chelsea Rotary and the City of Kingston have partnered to offer grants of up to $1000 for programs, activities, projects, events or services which benefit the environment in Kingston.

Kingston Charitable Fund

The Kingston Charitable Fund aims to support charitable organisations that meet community needs, make the community stronger and more connected, and complement Council's activities

On the Grants page a breakdown of the various Community Grants programs can be found.

Click on **Community bi-annual grants** to expand the section for further information. Select the Apply button which will direct you to complete the application form via SmartyGrants. You can also log in via https://kingston.smartygrants.com.au

Community bi-annual grants −

One-off grants between $2,000 and $10,000.

Available to: Not-for-profit organisations, community groups, artists and creative businesses looking for projects, programs, small events and minor capital works funding.

Applications open for funding consideration for the 2024/25 financial year:

- Round 1: 29 January – 11 March 2024
- Round 2: 29 July – 6 September 2024

Each applicant is eligible to receive a maximum of one grant per financial year.

Apply

If you are new to SmartyGrants, you will need to register to submit your application. Select **Log in** to either register or to login to your existing account. To start an application select **Start a submission**. You can also view other grant rounds by selecting **Current Rounds**.

Kingston Grants Program

Not logged in. Log in

Current Rounds

2024-25 Community Bi-Annual Grant Round 1

Start a submission   Preview the form   Download preview form

Submissions are now being accepted. Submissions close at midnight 11 March 2024 (AEDT).

IMPORTANT: Please read information below to assist you in completing your application online.

Login or Register

A free account is required to make an online submission.

Registration gives you secure access to your forms, allowing you to save your progress and resume later.

Log In	**Register**
Email:	If you haven't registered or started filling in a form, register here.
yourname@example.com	
Password:	
Forgotten your password?	
By clicking **Log In** you agree to Our Community's Privacy Policy and Terms of Use.	
Log In	

Other things to know about the online application

To access your current submissions, click on **My Submissions** found at the top of the page to search your application number.

If you forget your password, you can select the **forgotten your password** button. It is recommended that you use a general email address rather than a private email address, if you are registering for an organisation so that others can access the application.

Once you login and select the **Apply** button you can preview the application form (there is also a copy of the application form attached to this booklet).

Save Progress It is highly recommended that you regularly **Save Progress** when you are filling out a form. NB: when you move from one page to another your information is automatically saved.	Previous Page Save Progress Save and Close Next Page For security reasons you will be logged out of your application if 60 minutes has elapsed, and you have not saved your progress or moved between pages. When you are logged out of the system you will lose any changes you have made to that page if they have not been saved. To avoid this happening, simply click **Save Progress** periodically if you are spending a long time working on one page of the form.
Attaching files You should not move to another page until the file has been successfully attached otherwise the file upload will be cancelled.	Select **Choose files,** choose the file you wish to upload from your computer or you can drag and drop them over the **Choose File** button Attach a file: Choose Files No file chosen The file will begin to upload and the progress bar will be filled in as the file is uploaded When the file upload is completed, the progress bar will disappear and a link to the uploaded file will be available, along with the option to remove the file Attach Files Common-Ground-Brochure.pdf 1.2 MB Remove Attach a file

Responding to the application questions

Prepare your documents
You will be required to provide the following documents as part of your application;
- Financial Documents
- Certificate of Currency
- Certificate of Incorporation
- Auspice Proforma and Certificates (if applicable)
- Quotes (if applicable)

Section 1: Eligibility
Please confirm that you are eligible in line with the statements by selecting **yes**. If you cannot confirm that the statements are correct, you will not be eligible to apply.

Section 2: Contact Details
Please indicate if you are applying as an individual (i.e. individual applying for funding of an art activity) or as an organisation (i.e. organisation applying for minor capital works funding).

Enter the relevant contact details requested. For organisations, you will need to provide two contact details, the primary contact which will be the main contact in relation to this grant application, and a secondary contact who is an elected member of your Board/Committee of Management. Include as much information as possible so that Council has multiple ways to contact you about your grant application. Please be sure all email addresses and phone numbers are correct.

Section 3: Organisation Details
This section applies to applications from organisations and informs the assessment panel about your organisation's structure. Please indicate if your organisation is incorporated, and if not, if it is auspiced by another organisation. If your organisation is auspiced by another organisation you will be required to upload a letter of support from the auspice organisation.

Question	Information required
ABN	An Australian Business Number provides a vast amount of information about your group and helps process the grant application faster. It may also assist Council to determine if funding from other sources is available to your group. Smarty Grants will obtain information when you add this number
Legal Status	Incorporation is a legal status that many community groups acquire. For more information on incorporation you can visit consumer.vic.gov.au. This site contains a lot of useful information for not-for-profit organisations and groups. If you are incorporated you will have a certificate with a number on the top left side. This number is what we need. Groups will be required to attach their incorporation certificate to the application as evidence of incorporation. If you are not incorporated you can still apply for a grant, however you will need to find an organisation to auspice your application

Question	Information required
Mission Statement	Please provide your organisation's mission statement outlining your governing principles. You may also upload this as an attachment
Certificate of Currency	Appropriate public liability insurance is important for all groups to have and is **mandatory**. Council needs to ensure that your group is fully insured before an application can be considered eligible for a grant
Child Safety Policy	In line with the Victorian Child Safe Standards, please provide your organisation's Child Safety Policy
Annual Report including Financial Statement	Please upload your most recent Annual report or AGM minutes and financial statement. This provides the most up to date information about your organisation and ensuring your organisation is in an adequate financial position

Section 4: Auspice Information

Complete the Auspice contact information and upload a letter from your auspice group. A proforma letter can be downloaded from the City of Kingston website or by contacting the Kingston Grants Officers on 1300 653 356 or community@kingston.vic.gov.au. The auspice group will need to complete this letter and return it to you, for you to attach to your application. The auspice group is responsible for the project funds for your project. You will also need to upload the Auspice Organisation's Certificate of Incorporation. Please refer to page 8 of this booklet for more assistance on attaching documents.

Section 5: Program Overview

This section requires you to provide a brief outline of your planned project/ activity

Question	Information required
Funding Category	Select from four funding categories; • Community Projects & Programs • Small Community Festivals & Events • Minor Capital Works • Arts Projects & Programs (including local makers/creative businesses) For more details regarding these categories please refer to the Guidelines
Project Title	Short but descriptive name for your project / activity
Hero Image	You may upload a logo or image that represents your project
Start/End dates	When will your planned project / activity start and finish (NB: the start date must be after 1 July 2024)
Summary of Services/Programs	Provide a brief (maximum 250 words) description of the proposed project / activity. Who are the beneficiaries of the project, what will you do and was impact do you expect as a result of the project / activity. Please try to give the assessment panel, a clear understanding of what you are planning.

Question	Information required
Benefit to the Community	Provide a summary (maximum 200 words) of why the services need to occur. What is the benefit to the Kingston community?
Community Support	Indicate whether your project / activity has community support and upload relevant supporting letters
Organisational Partners	Are there other organisations or partners that you will work with to deliver the activity to the community
Access, Diversity & Inclusion	Summarise how your project / activity will support access, diversity and inclusion

Section 6: Outcomes

This section requires you to consider the outcomes and impacts that this funding will have on the Kingston community. Your responses will inform our overall reporting.

Question	Information required
Primary Areas of Focus	In this field please select **Browse**, then select from up to 5 categories and sub-categories that resonates most with your planned activity
Primary Beneficiaries	You can select up to 5 primary beneficiaries from a list of 9 categories

Outcomes

This question asks you to set your outcome goals and demonstrate how these goals align with Council's goals. Select **Browse** in the column **Alignment with Council's Outcome Goals** and choose the most relevant.

Example of an Outcome Goal

Your outcome goals	Timeframe	Alignment with Council's outcome goals	How does your intended outcome link to Council's outcome goals?
i.e. Increase computer literacy for over 55's	Immediate	Liveable - Increase accessibility of goods and services for residents of Kingston	Technical literacy will ensure that over 55's will be more confident with accessing online information in a safe way and can participate in various activities around Kingston, which could lead to connection with others.

Section 7: Tracking Progress

This section focuses on measuring your impact in alignment with Council's outcome goals. When you select **Browse**, please select from the list of 5 metrics, identify a target number of beneficiaries, and how you will collect your data.

Your Metrics

This section is optional however is a great tool in how you can set (and measure) your organisation's impact.

There are two types of metrics, Activity and Outcome. An **Activity** metric tells you how much of something you are doing or producing (i.e. your outputs). An **Outcome** metric tells you whether progress towards an outcome is occurring or not. Please identify what type of evidence you will use to support your metrics.

Qualitative Evidence

Qualitative evidence is a descriptive (rather than numeric) form of evidence to indicate whether or not progress towards an outcome is occurring. In this section, please select from multiple choice the ways in which you will collect your evidence (i.e. surveys). Select one per row.

Section 8: Activities

Use this table to list each activity you will be undertaking and when

Section 9: Budget

This section will assist you in breaking down the expenses of your project / activity. Consider all costs that may occur in delivering your project / activity and then consider all sources of income you may have. In-kind support can be included as income here.

For example, if a volunteer is going to provide a service, how much would you have to pay for this service from an outside source? *3 hours work at $20 per hour is $60 of in-kind support*. This can be written in the income column. If you are a production company and going to charge for tickets, include this as income.

Question	Information required
Amount requested	Specify the amount of funding are you requesting from Council
Total Project/Program Cost	The amount requested may not cover your whole project, therefore please specify the total cost of the project
Income Description	Itemise your income. The form automatically calculates the total income
Expenditure Description	Itemise the expenditure of your whole project. The form automatically calculates the total expenditure
Inputs	Please list the non-financial inputs required to deliver your programs (i.e. volunteers, equipment etc)

Section 10: Capacity

Although this section is optional, it is an opportunity for you to further showcase you or your organisation and your ability to deliver the activity mentioned in this application. How will you ensure that the activity mentioned in this application will be delivered successfully (for example; funding, staff/volunteers, expertise, equipment, facilities, in-kind contributions, how it will be delivered within the proposed timelines, how you will engage with your intended audience).

Section 11: Certification and Feedback

Certification

This is a legally binding statement and must be completed by an elected member of the Committee of Management. Please ensure you have completed all the relevant information and attached all the required documents to your application.

Feedback

We value your feedback. Use this section to provide any comments regarding the application form, guidelines and any improvements we could consider.

Kingston City Council Awards

Do you know someone who may be a worthy nominee for Kingston Council's Awards? Please provide details in this section.

Submitting your application

Review and Submit

When you have completed the last page of the application form you can click **Review** in the navigation panel.

This will display your application so you can look at it before you go further.

Important! You will not be able to make any changes to your application after you have submitted it.

If you are satisfied with your application click **Submit**.

Problems with your application

If any fields are not completed or any documents unattached, you will be unable to submit your application. These fields will be highlighted in red (as illustrated). You will have the opportunity to correct them by clicking **Go to Question**.

Once you have made corrections press **Save** and return to the **Review and Submit** page and click **Submit** again.

You will receive an automated email from SmartyGrants when your application has been successfully submitted (ensure to check your spam/junk folder)

Should you have further questions regarding your application, please contact the Kingston Grants Officers on 1300 653 356 or community@kingston.vic.gov.au