

Annual Grants Program

APPLICATION HELP BOOKLET

2023-2024

APPLICATIONS OPEN

9am Monday 30 January 2023

APPLICATIONS CLOSE

Midnight Thursday 30 March 2023

City of Kingston
PO Box 1000
Mentone VIC 3194

T: 03 9581 4676
E: community@kingston.vic.gov.au
W: kingston.vic.gov.au

community inspired leadership



City of
KINGSTON

WHY COUNCIL PROVIDES GRANTS

City of Kingston Council sees its purpose as working in partnership with the community to enhance the quality of life of current and future generations. Its vision is for a diverse, dynamic community where we all share a sustainable, safe, attractive environment and a thriving economy as identified in the City of Kingston Council Plan 2021-25 and Living Kingston 2035. Therefore, the City of Kingston invites not for profit community groups and organisations to make an application to the Community Grants Program for activities taking place between August 2023 and June 2024.

Through the Community Grants Program, Council aims to support community activities that:

- Meet community needs and access;
- Promote community cohesion;
- Encourage residents' engagement and participation in a range of local activities; and
- Assist Council in achieving its planned outcomes.

There are several different grant rounds provided by the City of Kingston targeting differing areas. For more information please refer to Council's Website kingston.vic.gov.au. The Kingston Community Grants Program follows the Council Funding Principles which can be found in the Community Grants Policy. A copy of the Policy can be viewed on the City of Kingston Website kingston.vic.gov.au/Community/Community-Grants/Annual-Grants

ABOUT THIS HELP BOOKLET

This Help Booklet aims to provide information for groups and organisations seeking to apply for Annual Grants. The booklet explains in detail the information we are seeking from the questions in the application form and will also guide you through the Smarty Grants online application process.

Please also read the Community Grants Program Policy and Guidelines for further information about the grants program and different grant categories. Community groups and organisations are strongly encouraged to attend one of the grants information sessions (refer to page 3 opposite for details).

Multilingual services are also available for those experiencing language difficulties

Translating and Interpreting Service TIS: 131 450. You will be asked to provide the organisation you want to contact: City of Kingston and the organisation's phone number: 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 and for text telephone or modem callers.

2023-2024 Grant Round – Information session

Wednesday 15 February 2023

6.00pm to 7.30pm

Kingston Council Offices

1230 Nepean Highway

Cheltenham

RSVP – community@kingston.vic.gov.au

Smaller sessions will be available upon request, or individual help 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 Community Grants and Networks Officer on 9581 4676 or community@kingston.vic.gov.au

<https://www.kingston.vic.gov.au/Community/Community-Grants/Annual-Grants>

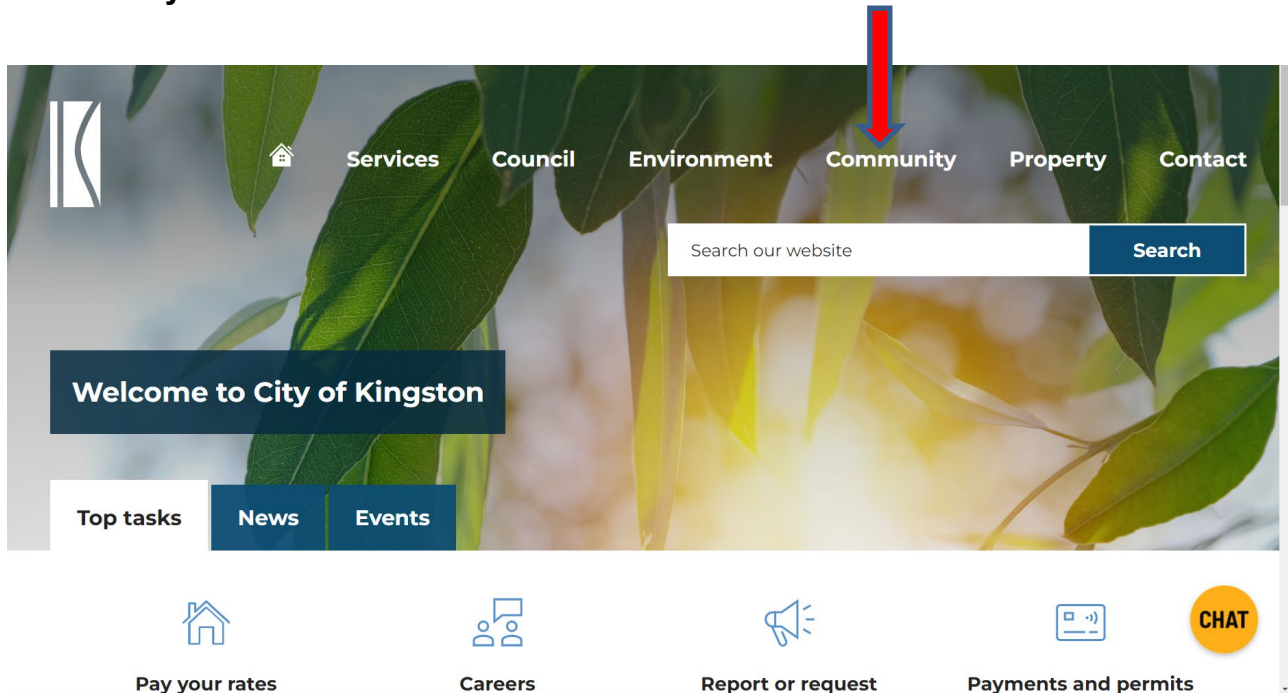
GETTING ONLINE

Applications open 9am Monday 30 January 2023 & close at midnight Thursday 30 March 2023. Please note the online application process automatically closes at midnight on 30 March 2023 and applications CANNOT be submitted after that. (Please see section 13 of the grants policy as endorsed by Council). Annual Grants are applied for “online”. The link can be found on the Kingston Website:

kingston.vic.gov.au/Community/Community-Grants/Annual-Grants

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 **Community Grants**



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.



Community grants

Find out about our range of annual and community grants to help deliver valuable services, programs, activities and events.



Kingston Charitable Fund

The Kingston Charitable Fund aims to support charitable organisations



On the Community Grants page a breakdown of the various Community Grants programs can be found. Click on “Annual Grants Program where you will see Apply Now Button which will take you to SmartyGrants.



- [Annual Grants Program](#)
- [Arts Grants](#)
- [Children's Week Grants](#)

- [Individual Development Grants](#)
- [Quick Response Grants](#)

Annual Grants Program

Kingston's Annual Grants 2023-2024
Open - 9am Monday 30 January 2023

Apply Here

Apply Here



Closing date midnight Thursday 30 March 2023

You can click on the “Apply Here” button when the Grant round is open. Once you’ve started your application and saved but not finished, you will need to log on using this link – <https://kingston.smartygrants.com.au> and use same log in and password then click on ‘My Submissions’ found in the yellow line - to see your application.

Community grants



Not logged in. Log in



City of Kingston

Welcome to the City of Kingston online grant application service, powered by SmartyGrants.

Current grants available through the City of Kingston are listed below- click on the link to apply.

If you are experiencing technical difficulties, please contact our Community Grants & Networks Officer on 9581 4676 or email community@kingston.vic.gov.au

Current Rounds

2022-2023 Individual Development Grants

Submissions are now open.

Submissions close midnight 30 June 2023 (AEST).

[Find out more about 2022-2023 Individual Development Grants...](#)

Not logged in.

Current Rounds

Login or Register

You must register before you can make an online submission.

Registration gives you secure access to your forms allowing you to work on them over time rather than having to complete them all at once.

It only takes a moment to register and you can get started on your submission straight after registering.

Fields marked with * must be completed.

Login

If you're already registered or have started an online form log in here.

Register

If you haven't registered or started filling in a form, register here.

Email Address: *

Password: *

[Forgotten your password?](#)

By clicking **Log In** you agree to Our Community's [Privacy Policy](#) and [Terms of Use](#).

Log In

Register

Once you are on the SmartyGrants page, you will need to Register if you are a first time user on SmartyGrants or log in using your group/club's email and password. There is a 'forgotten your password' tab just in case. 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 (especially as committee members change).

OTHER THINGS TO KNOW ABOUT THE ONLINE APPLICATION

Save Progress

It is highly recommended that you click **Save Progress** every 10 to 15 minutes when you are filling out a form. When you go from one page to another your information is saved.



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: 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

MORE INFORMATION ON HOW TO ANSWER THE APPLICATION QUESTIONS

SECTION 1: APPLICANT DETAILS

All of the questions in this section are important so that Council can contact grant applicants. Secondary as well as Primary contact details are important. Please include as much information as possible so that Council has multiple ways to contact you about your grant application. Please be sure your email address and phone numbers are correct.

City of Kingston Council provides a variety of services and programs for the community, as well as consulting with the community on many issues. If you would like to be on a mailing list to receive information or be available for comment on new ideas/projects please tick the Yes boxes.

SECTION 2: ABOUT YOUR GROUP/ORGANISATION

The questions in this section inform the assessment panel about your group or organisation.

Question	Information required
Aim	These are what you are trying to do as a club rather than the grant application. Whether a meeting place for a specific activity or a kinder; please provide a one or two sentence summary.
Meeting venue	Where you meet regularly not necessarily where the activity will take place.
Number of active members and Kingston residents	It is important to accurately tell us the number of active members and the number of these who are Kingston residents.
Breakdown of age groups	Please provide an estimate of the number of members you have in each of the identified age ranges
ABN	An Australian Business Number gives 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.
Insurance	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.

Legal status	<p>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.</p> <p>If you are not incorporated you can still apply for a grant however, you will need to find an organisation to auspice your application.</p>
--------------	---

SECTION 3: AUSPICE ORGANISATION DETAILS

Basic contact information is asked on this page and provides a place to upload a letter from your auspice group. A proforma letter can be downloaded from the City of Kingston website kingston.vic.gov.au/Community/Community-Grants/Annual-Grant or can be sent out by calling the Community Grants and Networks Officer on 9581 4676 or email community@kingston.vic.gov.au. The auspice body will need to complete this letter and return it to you to attach to your application. The auspice body will be responsible for the project funds for your project. Please refer to page 7 of this booklet for more assistance on attaching a document to your application.

SECTION 4: APPLICATION OVERVIEW

This section requires you to give a brief outline of your grant application.

Activity title	A description or name for your activity. It will appear in correspondence between you (the grant applicant) and Council.
Activity venue	Refers to where the activity takes place. This is particularly relevant for grant applications for one off events which might not be held in the group's normal venue.
Activity type	This gives a quick indication of what additional information you may need to attach. Equipment needs two quotes and minor capital works need approval as well as quotes.
Amount requested	How much funding are you requesting from Council? This may not cover your whole activity, and therefore we ask that you specify what the total cost of the activity will be.
Activity focus	This refers to what your grant activity is and not necessarily the aim of the club. For example, if you are proposing to install a water tank or garden, this would be 'Environment'. A piece of play equipment for a Kindergarten would be 'Community Health & Wellbeing' as well as 'Children'. Please tick all the boxes that apply.

SECTIONS 5 & 6: APPLICATION DETAILS, PLANNING & COMMUNITY BENEFITS

For applications up to \$2,000, your application does not need to be as detailed as if you were applying for more than \$2,000. A brief description will suffice, however, you must still consider the eligibility criteria (pages 5 and 6 of the Community Grants Guidelines) and remember talking to a relevant Council officer is strongly encouraged.

Include a description of the actual activity you are undertaking and why you think that it is needed. Show clearly how you intend to proceed and what you have thought about in planning the delivery of your activity. Please try to answer the prompt questions.

For example: your group would like a new computer. Why do you need a computer? Have you talked to the environmental officer about choosing a new computer for energy rating? If you have an old computer, have you considered disposing of it in an environmentally considerate way? Are there ongoing costs involved which need to be taken into consideration such as internet connection? How will the group cover this cost? Who will have access/training to the computer? What will it actually be used for? Will you share the computer or use it to connect with other groups? Please try to give the assessment panel, a clear understanding of what you are doing.

If your application is over \$2,000 more details are required. Remember the eligibility criteria Council is using (please see pages 5 and 6 of the Community Grant Guidelines).

Planning

Describe your activity	What are you trying to achieve? What are your aims?
Why is your activity needed	How have you decided that this is what you as a club wish to do? Who decided? This demonstrates planning within your organisation.
How are you going to deliver your activity	What is your timeline for the activity? Who is responsible for the activity? What needs to be done and who will do it? Have you thought about all the information, permits etc. that you need? It is important to demonstrate that you have an understanding how you will undertake your activity.
Involvement and volunteers	This gives an indication of the scale of your activity and the number of people involved in your organisation who are helping.

Goals

There are six strategic directions in the Council Plan that applicants should consider:

- Liveable – our city will be vibrant, enjoyable and easy place to live
- Sustainable – we prioritise our environment and reduce our impact on the earth
- Prosperous – we will embrace the concept of a 20-minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally.
- Healthy & inclusive – we are progressive, inclusive and prioritise the wellbeing of all members of our community
- Safe – our community will feel safe and be safe in all aspects of their lives
- Well-governed – Council will be collaborative, accountable, transparent, responsive, well-informed and efficient.

Your project to align with one or more of these strategies. For more information on these strategies, please refer to City of Kingston Council Plan 2021-25 and Living Kingston 2035 on Council's website Kingston.vic.gov.au

Community Benefit

Participation	Council has limited funds and is seeking to invest in activities that will benefit the community. How will the community benefit from your activity? How will you advertise your activity? How will the activity increase community participation and in what way? Are you reaching out to disadvantaged community members?
Working with others	Are you working with other organisations, volunteers or individuals on this activity? How many volunteers needed to run the activity?

SECTION 7: EQUIPMENT OR MINOR CAPITAL WORKS

If you are applying for Equipment or Minor Capital Works please complete the following questions.

The more help and discussion a group receives from Council officers **before** an application is submitted the better and more likely the group is to be successful. Council has resources to help you, so use them by talking with the relevant officer. Council officers can take you through a proposed capital works/equipment application step by step. Council officers can come out and discuss relevant issues with you so that there are no surprises later on. Help from Council officers will strengthen the application. Contact information can be found on page 15 of this document.

For an application to be properly assessed it is vital that all relevant documents are attached.

How are you going to install the equipment/complete the works?	This question allows you to demonstrate you have fully planned for your capital works or equipment installation. Have you considered all permits that are needed?
--	---

If you have any difficulties attaching any documents please contact the Community Grants and Networks Officer on 9581 4676 or community@kingston.vic.gov.au

SECTION 8: ACTIVITY BUDGET DETAILS

Income and Expenditure columns should add up to the same amount.

This section will assist you in breaking down the expenses of your activity and what income you have within your group or are likely to receive as part of the activity. This is vital in a well-planned project. Sit down and think about the activity. Consider everything that needs to be paid for 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.

Please include the amount of the grant you are asking for in the income column. Think of all the costs you may incur and put them in the expenditure column.

Please note that the form calculates the total income and expenditure automatically. **The total income must equal the total expenditure ie: balanced.**

Examples of expenditure could be:

- Venue hire
- Equipment purchase or hire
- Insurance
- Worker cost
- Catering
- Travel
- Advertising costs
- Construction/installation

Examples of income could be:

- Membership fees
- Donations
- Grants (Kingston and Other)
- Ticket sales
- Product sales
- Fundraising Funds
- from group In-kind support

An example budget for a community event is shown below:

An example budget for a community event is shown below:

Expenditure Description	\$	Income Description	\$
Venue Hire	900	Grant from Kingston Council	1,000
Printing of promotional items	500	Donation Local Business	500
Catering	300	Applicant Contribution	250
Gift Bags	50	Ticket Sales	250
Singer	300	In kind support – Singer	300
Audio Equipment Hire	250		
TOTALS	\$2,300		\$2,300

A copy of the financial details of the group needs to be attached to your application here. This will provide assurance to Council that your group is a legitimate well-functioning group in an adequate financial position.

***NB: GST** - When quoting for equipment, minor capital works or other services, please include GST in the quote. Please note it will not need to be added again (if your application is successful) to the Invoice.

SECTIONS 9 & 10: APPLICATION DETAILS –OTHER, BAND DETAILS AND FEEDBACK (OPTIONAL)

These sections are optional and provide you with the opportunity to attach additional information in support of your application. You also have the opportunity to provide feedback to Council.

SECTION 11: DECLARATION

This is a legally binding statement. Please ensure you have completed all the relevant information and attached all the required documents to 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 Application** page and click **Submit Application** again.

You will receive an automated email from Smarty Grants when your application has been successfully submitted. (Check junk emails).

Previous PageDownload PDFSave and CloseSubmit

Some changes to your application are required before you can submit it. Check the highlighted items and fix them before you submit your application.

Contact Details

All questions marked with an * are compulsory.

Organisation Details

Head of Organisation:* A response to this question is required.
Go to page

Organisation Name:* A response to this question is required.
Go to page

Organisation's ABN

Information from the Australian Business Register

ABN

Organisation Name

Type of Organisation

Is registered for GST?

Is a Charity? Type

Is a Deductible Gift Recipient (DGR)?

Tax Concessions

Registered Address

Postal Address* A response to this question is required.
Go to page

Applica

1. Con
2. Org
3. Proj
4. Proj
5. Proj
6. Proj
7. Proj
8. Proj
9. Doc
10. De
- Privac

Review

Groups intending to apply for a Community Grant are strongly encouraged to view the Grant Information session online. Please refer to Council's website . Should you have further questions regarding your application, please contact the Community Grants and Networks Officer on 9581 4676 or community@kingston.vic.gov.au

<https://www.kingston.vic.gov.au/Community/Community-Grants/Annual-Grants>

COUNCIL CONTACTS

It is expected that applicants contact Council staff when planning their application. It is compulsory that you do this if you are requesting a grant for capital works or equipment. Please contact the most appropriate person depending on what your application is for. They can advise you on what to include in your application.

Application type	Council Contact	Telephone/email
Arts	Arts & Cultural Project Officer	9556 4440 arts@kingston.vic.gov.au
Property Services – AIP requests (minor capital works)	Co-ordinator Property Services	9581 4406 AIPrequests@kingston.vic.gov.au
Environment – e.g. water efficiencies, electrical appliances	Environmental Planning Team	9581 4382 ourplace@kingston.vic.gov.au
Festivals & Events	Festival and Events Coordinator	9581 4916 events@kingston.vic.gov.au
Active Kingston	Sport & Recreation Liaison Officer	0448 429 311 sport.recreation@kingston.vic.gov.au
Projects for children 0-12 Children's Week Grants	Coordinator Children's Services Partnerships	9581 4885 partnerships@kingston.vic.gov.au
Projects for young people 13-25	Team Leader Youth & Family Services	1300 369 436 youth.services@kingston.vic.gov.au
Projects supporting people with disabilities, LGBTQIA+ people, people aged 55+, Aboriginal & Torres Strait Islander people and people from CALD backgrounds	Team Leader Community Development	0459 167 691 community@kingston.vic.gov.au
All other grant queries	Community Grants & Networks Officer	9581 4676 community@kingston.vic.gov.au