

Community Bi-Annual 2025-26 Round 1

Form Preview

Eligibility

* indicates a required field

Program

This field is read only.

Application Number

This field is read only.

Confirmation of Eligibility

Individuals / Organisations must:

- Be legally constituted as an incorporated association, statutory authority, company limited by guarantee, or Aboriginal Corporation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application (or be auspiced by ABN/Incorporated organisation if applying as an individual)
- 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
- Be financially solvent
- Be physically located within Kingston City Council's geographical boundaries or if located outside of Kingston City Council's geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community
- Deliver arts projects within Kingston municipality (for Arts category only)
- Provide current public liability insurance with a level of cover appropriate to the activity/program
- Be in compliance with all requirements within the tenancy agreement (if a Council tenant)
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no overdue debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June
- Submit a complete application, including attachments or other supporting information requested by Council
- Adhere to the [Victorian Child Safe Standards](#)

Please select below: *

Community Bi-Annual 2025-26 Round 1

Form Preview

☐ Yes

☐ No

You must confirm that all statements above are true and correct.

Please note if you select No, you will be ineligible for this funding stream and unable to complete this form. You will only be able to submit an incomplete form which will not be assessed.

Ineligible

Your response indicates that you are ineligible to apply for this grant.

For further information please contact the Kingston Grants Officers on 1300 653 356 or email community@kingston.vic.gov.au

Contact Details

* indicates a required field

Applicant (Organisation or Individual) Details

Applicant Name *

☐ Individual

☐ Organisation

Organisation Name

Title

First Name

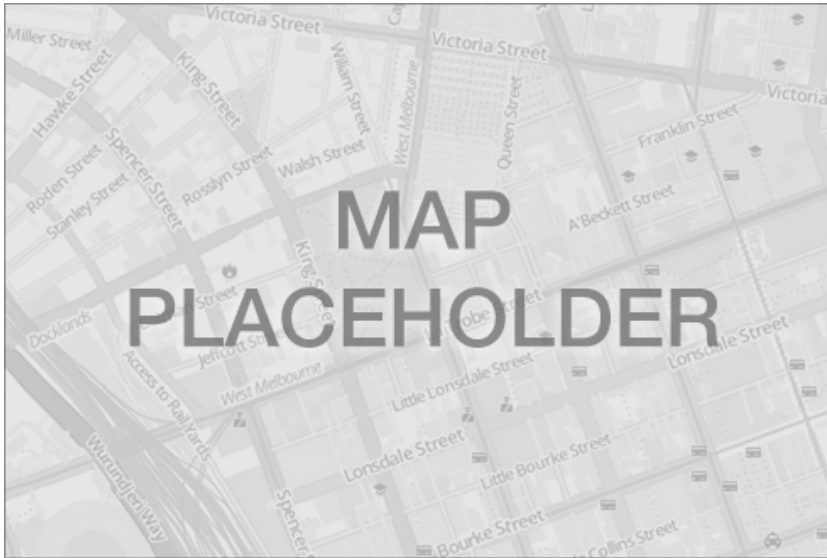
Last Name

For organisations/groups: please use the organisation's full name. Individual applicants for Arts Category only

Applicant address

Address

Community Bi-Annual 2025-26 Round 1 Form Preview



Applicant postal address

Address

Applicant phone number *

Applicant email address *

Applicant website

Must be a URL.

Contact Details

Primary contact *

Title First Name Last Name

This is the person we will correspond with about this grant.

Position held in organisation *

e.g., Manager, CEO, Committee or Board member

Phone number *

Must be an Australian phone number.

Community Bi-Annual 2025-26 Round 1

Form Preview

Email address *

This is the address we will use to correspond with you about this grant.

Secondary contact name *

Title First Name Last Name

Must be a Committee or Board member

Position held in organisation/group *

eg; Manager, CEO, Committee or Board member

Phone number *

Email address *

Individual Artist ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Organisation Details

* indicates a required field

What is the legal structure of your not-for-profit organisation? *

Community Bi-Annual 2025-26 Round 1

Form Preview

Refer to the Australian Tax Office website for definitions: www.ato.gov.au

Have you previously provided your Incorporation Certificate to the Kingston City Council Grants Team? *

☐ Yes ☐ No

What is your incorporation number?

Incorporated Association or Australian Company Number

Please upload your Incorporation Certificate *

Attach a file:

Applicant ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

What is your organisation's mission statement? *

Please upload mission statement (if applicable)

Attach a file:

How many active members are in your organisation? *

Community Bi-Annual 2025-26 Round 1

Form Preview

Of this number, how many are Kingston residents? *

Please upload your organisational policy/s relating to Child Safety aligning with the Victorian Child Safe Standards (if applicable)

Attach a file:

Link to Child Safe Standards <https://ccyp.vic.gov.au/child-safe-standards/>

What is your organisation's current annual income? *

Must be a dollar amount.

What is the value of any cash reserves your organisation currently holds? *

Must be a dollar amount.

Savings or funds held for purpose

What plans (if any) do you have for spending your cash reserves? *

If your organisation does not have any cash reserves, respond N/A

What is your organisation's current annual expenditure? *

Must be a dollar amount.

Are you able to access other sources of funding for this activity? Please provide details *

Please upload your most recent Financial Statement *

Attach a file:

Full financial statement required (i.e. balance sheet, funds held for purpose etc)

Please upload your most recent Annual Report or AGM Minutes *

Attach a file:

Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-profits Commission, or Australian Securities and Investments Commission obligations

Community Bi-Annual 2025-26 Round 1

Form Preview

Please upload your Certificate of Currency (Public Liability Insurance) *

Attach a file:

Public liability insurance (at least \$20 million required)

Auspice Information

* indicates a required field

Are you auspiced by another organisation for the purpose of this grant? *

☐ Yes ☐ No

Artists or unincorporated organisations applying for a grant must be auspiced by an incorporated organisation

Please note if you are not auspiced and select No for this question, you will be ineligible for this funding stream and unable to complete this form. You will only be able to submit an incomplete form which will not be assessed.

Ineligible

Your response indicates that you are ineligible to apply for this grant.

For further information please contact the Kingston Grants Officers on 1300 653 356 or email community@kingston.vic.gov.au

Auspice Organisation Details

Auspice organisation name *

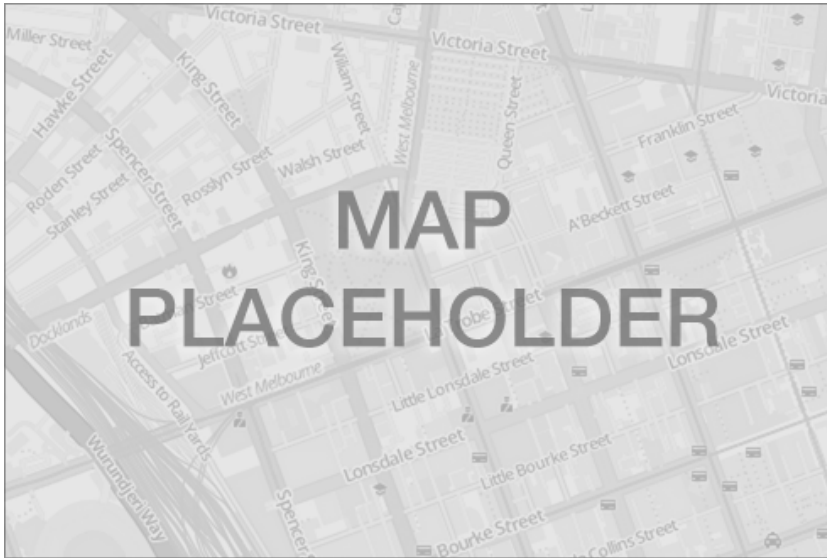
Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Auspice primary address

Address

Community Bi-Annual 2025-26 Round 1 Form Preview



Auspice postal address

Address

Auspice Phone number *

Must be an Australian phone number.

Auspice Email address *

Must be an email address.

Auspice Website

Must be a URL.

Primary contact person at auspice organisation *

Title First Name Last Name

We may contact this person to verify that the auspice arrangement is valid and current.

Position held in organisation *

e.g., Manager, CEO, Board Member

Phone number *

Must be an Australian phone number.

Community Bi-Annual 2025-26 Round 1

Form Preview

Email address *

Must be an email address

Please attach a letter from the auspice organisation confirming that the auspice arrangement is valid and current *

Attach a file:

The letter must be signed by an authorised person (e.g., Manager, CEO or Board Chair) and must include: name, position, signature and date.

Auspice ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Please attach Auspice Certificate of Incorporation *

Attach a file:

Please attach Auspice Certificate of Currency (Public Liability Insurance) *

Attach a file:

Funding Category

Please indicate the category you are applying under

- ☐ Community Projects & Programs
- ☐ Small Community Festivals & Events

Community Bi-Annual 2025-26 Round 1

Form Preview

- ☐ Minor Capital Works
- ☐ Arts Projects & Programs

Community Projects & Programs: Activities that help organisations strengthen Kingston. These can be focussed on arts, culture, health, climate action, sports, and more.

Small Community Festivals Events: Support for small events that connect, strengthen, and celebrate Kingston's diverse community.

Minor Capital Works: Funding for minor upgrades or improvements to buildings or grounds used by not-for-profits or auspiced community groups. For example; kitchen upgrade, energy-efficient fixtures, or new flooring.

Arts Projects Programs: Funding for creating and presenting arts activities in Kingston. For example; public art installations, exhibitions, or creative workshops.

Small Community Festivals & Events

* indicates a required field

Successful applicants for small community festivals or events will be required to:

- Hold their festival or events within Kingston City Council's municipal boundaries.

If the festival or event is to be held on Council land;

- Provide the Approval in Principle letter after following the [Event Notification Process](#) including all requested documentation. This is not limited to but may include traffic management plans, risk management plans, emergency evacuation plans and communication plans.

If festival or event is not to be held on Council land;

- Provide a completed [Event Notification Form](#).

Please note - the provision of a grant does not make the applicant exempt from any venue fee, service, permit or hire fees.

Visit [Event](#) webpage for further information

What is the location of your proposed small community festival or event? *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Is your small community festival or event to be held on Council land? *

- ☐ Yes ☐ No

Please upload the Approval in Principle and Event Notification form *

Attach a file:

Community Bi-Annual 2025-26 Round 1

Form Preview

Please upload a completed Event Notification form *

Attach a file:

Minor Capital Works

* indicates a required field

A co-contribution may be required under the Minor Capital Works section:

Which category applies to your application? *

- ☐ Group one Council lease with no liquor licence [no co-funding is required]
- ☐ Group one Council lease with liquor licence [you must match the funding 1:1. The co-funding can be cash or in-kind support]
- ☐ Group two Council lease with or without a liquor licence [you must match the funding 1:1. The co-funding can be cash or in-kind support]
- ☐ Other eligible private property [you must match the funding 1:1 with cash only]

Council Lease Group Definitions:

Group 1: Kindergartens, Historical Societies, Life Saving Clubs (areas used exclusively for emergency services), Community Centres, Seniors Groups

Group 2: Sports Clubs, Yacht Clubs, Life Saving Clubs (area other than that provided for in Group 1)

Council Leased Property

Attach Approval In Principle (AIP) *

Attach a file:

See Council's Property Services Department

Privately Owned Property

Support letter from landlord / owner of building if NOT Council owned property *

Attach a file:

Include photos and specifications of proposed fixtures or fittings

Arts Projects & Programs

* indicates a required field

Community Bi-Annual 2025-26 Round 1

Form Preview

Arts Projects & Programs Supporting Materials

Arts Projects Programs must commence from July 2025 and be completed by 30 June 2026

Please upload the following information *

- ☐ Relevant support materials in support of your application ie: examples of previous work and your intended product (3-10 images, video links, up to 3 pages of writing), media clippings
- ☐ (If applicable) Biographies and confirmation letters (letters must show that key personnel and any partners are available and willing to work on your project)
- ☐ Project timeline (show when each stage of your project will happen)
- ☐ Your Curriculum Vitae (CV)
- ☐ If you are working in a group, please upload their Curriculum Vitae (CV's)
- ☐ Any additional support material
- ☐ Proof of Kingston residency (ie photo of licence) Or intention to release project within Kingston municipality

Check the above boxes to advise which documentation you are attaching

*

Attach a file:

Do you intend to use Aboriginal cultural knowledge? If you wish to use indigenous cultural knowledge, upload a signed letter from Bunurong Land Council or Boon Wurrung Foundation giving their permission for you to use their cultural property

*

- ☐ Yes
- ☐ No

eg. can include art, dance, smoking ceremonies, practices, skills, innovation. Contact Kingston's Diversity & Inclusion Team for more advice community@kingston.vic.gov.au

Upload permission to use cultural property *

Attach a file:

Have you obtained the rights / Intellectual Property for your project? You must have permission to use work that is owned by another party. If yes, upload evidence showing that you have obtained the rights to use this work *

- ☐ Yes
- ☐ No
- ☐ Not Applicable

By selecting Not Applicable, you are confirming that the work proposed in this application is your own and you are not infringing on third party copyright or intellectual property

Upload evidence *

Attach a file:

Community Bi-Annual 2025-26 Round 1

Form Preview

Please provide further detail *

Activity Details

* indicates a required field

Title: *

Provide a name for your activity. This title will be referred to in all correspondence so please ensure the title is short but descriptive

Hero Image

Attach a file:



Upload an image that represents your project. Drag and resize the square to define the area of the image you wish to submit.

Anticipated start date *

Project must start after 1 July 2025

Anticipated end date *

Project must be completed by 30 June 2026

Please provide a short summary of your activity *

Must be no more than 250 words.

Be descriptive, but succinct. Include a brief summary of what you are requesting funding for, what you will do (i.e. the activities you will perform), who will benefit from the activity, what effects you expect to result from your activities (i.e. what impact it will make), and the project's concept/artform (for Arts category). Must be no more than 250 words

The following questions address the grants Assessment Criteria as outlined in the Kingston Grants Program [Guidelines](#).

Community Bi-Annual 2025-26 Round 1

Form Preview

Community Need

* indicates a required field

Assessment criteria weighting: 25%

Why is this activity needed? *

What issue (community need) is your activity addressing? Consider who in the community is affected and why this activity is needed

What are the aims of your activity and how do they align with the need you have identified above? *

What do you want to achieve with this funding? Explain how the aims of your activity address the identified need. Provide a clear connection between the two

Who will benefit from the activity? *

- | | | |
|--|---|---|
| <input type="checkbox"/> Animal welfare groups | <input type="checkbox"/> Indigenous communities | <input type="checkbox"/> People experiencing homelessness |
| <input type="checkbox"/> Arts and cultural groups | <input type="checkbox"/> LGBTQIA+ community | <input type="checkbox"/> People with disabilities |
| <input type="checkbox"/> Children (0-12 years) | <input type="checkbox"/> Families | <input type="checkbox"/> Refugees or asylum seekers |
| <input type="checkbox"/> Culturally and linguistically diverse (CALD) groups | <input type="checkbox"/> Men | <input type="checkbox"/> Women |
| <input type="checkbox"/> Environmental or sustainability groups | <input type="checkbox"/> Older adults (55+ years) | <input type="checkbox"/> Young people (12-25 years) |
- Select all that apply

How many Kingston residents will participate in, or benefit from, the activity? *

Provide an estimate

Community Benefit

* indicates a required field

Assessment criteria weighting: 25%

How does the activity benefit the wider Kingston community? *

Community Bi-Annual 2025-26 Round 1

Form Preview

To support the wider Kingston community, the activity must include those outside of your organisation, group membership or personal network

Does your activity support access, diversity and inclusion (refer to the definitions below)? Please provide further detail *

Access - Please explain how your activity will give people a chance to join in or take part. How will you address any physical, communication or financial barriers to peoples participation (such as physical, communication, financial, social, cultural, technological, time, educational or psychological barriers).

Diversity - Refers to a mix of various characteristics such as race, culture, gender, abilities, and perspectives within a group or community. Activities that support a variety of populations, such as both Chinese and Italian communities, or Greek communities and People with Disabilities, are considered diverse. An activity cannot be considered diverse if it serves only one population, regardless of whether that population faces disadvantages.

Inclusion - Please explain how your activity will ensure everyone feels welcome, respected, and valued. How will you create an environment where all people, regardless of their differences, can fully participate and have equal opportunities.

Does the activity have support from the community? Specifically, do the people who are affected by this activity support it? *

- ☐ Yes
- ☐ No
- ☐ Unknown

What evidence do you have of the community support? *

Upload evidence of support (if available/relevant)

Attach a file:

A maximum of 5 files can be attached eg; letters, social media content

Provide further detail *

If your organisation is not located within the City of Kingston's geographical boundaries, and does not have a majority number of Kingston residents (e.g. more than 50% of active members or participants), please outline how your activity provides significant benefit to the Kingston community

Community Bi-Annual 2025-26 Round 1

Form Preview

Outcomes

Please outline the outcomes that will occur as a result of your activity and explain how they align with Council's strategic priorities listed in the table below. For more information on Council's priorities refer to the [Council Plan](#) and the [Public Health and Wellbeing Plan](#).

You may identify up to 3 outcomes. Outcomes are the changes you expect to occur for the beneficiaries of your activity. Generally, outcomes can be framed as an increase or decrease in one or more of the following;

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally long-term outcomes)

For example: The outcomes of a community health program might include "an increase in the number of people exercising (short-term), decreased rates of chronic illness (medium-term), and an increase in life expectancy (long-term)"

Outcome	Timeline	Council priority	Your outcome alignment with Council
What changes do you expect will occur as a result of your activity? One per row	What is the timeline of expected outcome?	Which of Council's priorities will your activity contribute to? If multiple apply, pick the most relevant	Please explain how your intended outcome helps contribute to the Council priority you selected. Must be no more than 100 words

Capacity to Deliver

* indicates a required field

Assessment criteria weighting: 35%

Activity Tasks

Tell us about the activities you will undertake. List one per row.

Community Bi-Annual 2025-26 Round 1

Form Preview

You can choose one location for each activity. If you have one activity happening in more than one location, you can list each location as a separate activity.

Activity	Location	Must start after 1 July 2025	Must complete by 30 June 2026
One activity per row. Add more rows if you want to list additional activities. Must be no more than 100 words.		Must be a date.	Must be a date.

How do you intend to promote your activity? *

Think about how you get people to be involved in your activity, and how you will attract different types of people to join

Have you done this activity, or something like it, before? Please give details *

Please explain the experience, skills, and knowledge of the main people who will run this activity *

How will their skills help make your activity successful?

Please provide further information on how you intend to deliver this activity *

Upload any additional supporting documentation to demonstrate capacity to deliver this activity

Attach a file:

Budget

* indicates a required field

Total Amount Requested *

\$

Community Bi-Annual 2025-26 Round 1

Form Preview

What is the total financial support you are requesting in this application? [Note: the minimum amount available is \$2,001 and maximum amount is \$10,000]

Total Project/Program Cost *

\$

What is the total budgeted cost [dollars] of your activity?

Your budget should show all the money coming in (income) and going out (expenditure) for this activity.

In the **Income** column, write what funding you will receive (e.g. Council grant, fundraising night, ticket sales, or sponsorship). In the **Expenditure** column, list your expenses (e.g. venue hire, entertainment, or traffic management).

Use the **Notes** column to provide any extra information we should know.

Please remember: GST does not apply to Kingston City Council grant payments

Income and Expenditure

Please enter details of all income and expenditure items for your activity.

Income Description	Income Type	Income Amount (\$)	Notes
	If 'Other' please provide explanation in Notes		Please provide more detail. Also use this to provide an explanation for income type 'Other'
		\$	
		\$	
		\$	
		\$	

Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes
These budget items are for the activity you are requesting funding for	If 'Other' please provide explanation in Notes		Please provide more detail. Use this section to explain if quotes cannot be provided, or to provide an explanation for the expenditure type 'Other'
		\$	
		\$	
		\$	
		\$	

Budget Totals

Community Bi-Annual 2025-26 Round 1

Form Preview

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

Attach quotes for all expenditure items listed above (excluding in-kind) *

Attach a file:

If you are unable to provide quotes for certain items at this stage, please include an explanation in the notes column for each item without a quote

If your application is successful but received partial funding, would you still be able to deliver your activity? *

☐ Yes

☐ No

Due to high demand for funding, there is a possibility that partial funding may be offered

Briefly summarise how this would impact your delivery *

Word count:

Must be no more than 100 words.

Capacity for Sustainability

* indicates a required field

Assessment criteria weighting: 5%

What are your plans for future funding of your activity? *

How will you make sure this activity can keep going on its own in the future, without needing to rely on Council funding?

Describe the environmental impacts of your activity and outline your plan to address these impacts *

For example - waste management/reduction, recycling

Other Considerations

Community Bi-Annual 2025-26 Round 1

Form Preview

* indicates a required field

Assessment criteria weighting: 10%

Why is this grant essential to your activity's success? *

Describe any limitations in accessing alternative funding sources and how these challenges impact your ability to carry out your activity without this funding

Is there something special about your activity that we should know?

Use this space to share any further details not already covered in other questions, that may support your application

Upload any additional supporting documentation

Attach a file:

Certification and Feedback

* indicates a required field

Privacy Notice

Kingston City Council is committed to protecting your privacy. The personal information requested on this form is being collected by Kingston City Council for the purpose of grant administration and/or any other directly related purpose. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If you wish to alter any of the personal information you have supplied, please contact Kingston Grants Officers on 1300 653 356 or email community@kingston.vic.gov.au

A full copy of our Privacy Policy may be obtained from the Kingston website: www.kingston.vic.gov.au/Contact-Us/Privacy or from one of our Customer Care Centres or Libraries.

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant or organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *

☐ Yes

☐ No

Community Bi-Annual 2025-26 Round 1

Form Preview

Ineligible

Your response indicates that you are ineligible to apply for this grant.

For further information please contact the Kingston Grants Officers on 1300 653 356 or email community@kingston.vic.gov.au

Name of authorised person *

Title First Name Last Name

Must be a senior staff member, Board member

Position *

Position held in applicant organisation (e.g. CEO, Treasurer) (if artist, enter 'artist')

Contact phone number *

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date

Applicant Feedback

Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback

Please indicate how you found the online application process:

☐ Easy ☐ Neutral ☐ Difficult

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider

What Happens Next?

Thank you for your application.

Community Bi-Annual 2025-26 Round 1

Form Preview

Once you select submit, the email address you registered will be sent an email confirmation of your application with a copy of your application. If you do not receive this confirmation, please check you have submitted the application and also your junk mail.

Council may contact you for more information about your application.

All applicants will be advised of the outcome once recommendations are approved by Councillors at the June 2025 Council Meeting.

For further information about Kingston's Bi-annual Grants program or to view the Guidelines please visit <https://www.kingston.vic.gov.au/community/grants/grants-program> or contact the Kingston Grants Officers on 1300 653 356 or email community@kingston.vic.gov.au