

2025-27 CFE&CA Application

Form Preview

Eligibility

* indicates a required field

Program

This field is read only.

Application Number

This field is read only.

Welcome to the 2025-2027 Kingston Grants Program, Community Festivals Events & Creative Activities grant stream. This is a three-year grant cycle covering 2024-2027.

This application is for year 2 (2025-26) and year 3 (2026-27). To be considered for funding, applications must be submitted by midnight on Friday 28 February 2025.

Before completing this form, you should read the Kingston Grants Program [Guidelines](#).

If you have any questions please contact the Kingston Grants officers on 1300 653 356 or community@kingston.vic.gov.au.

Confirmation of Eligibility

This section of the form is designed to help you, and us, understand if you are eligible to apply for this grant. Please read through the eligibility criteria below and select **yes** to confirm that all statements are true and correct. If you cannot confirm, select **no**.

Organisations must

- Be legally constituted as an incorporated association, company limited by guarantee, statutory authority or indigenous corporation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application
- 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 the Kingston City Council's geographical boundaries or if located outside 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
- Provide current public liability insurance with a level of cover appropriate to the activity/program
- If a Council tenant, be in compliance with all requirements within the tenancy agreement
- Have no overdue grant acquittals and have successfully acquitted previous grants received

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- Have no outstanding 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: *

- ☐ Yes
☐ No

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

Ineligible

Your response indicates that you are ineligible to apply for Kingston's Community Festivals, Events & Creative Activities grant stream.

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

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.

Applicant Organisation Details

Organisation name *

Organisation Name

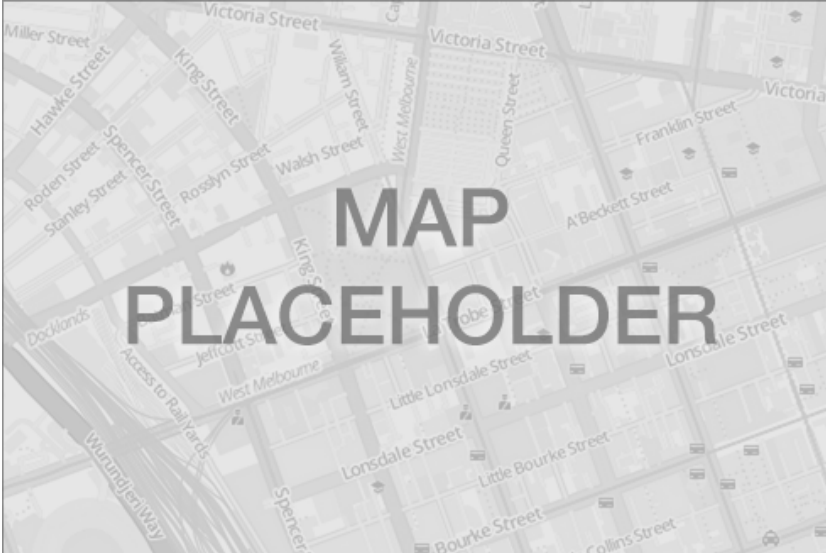
Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO

Organisation address

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Address



Organisation postal address

Address

PO Box or where mail will be collected. If your address does not appear you may enter the details manually

Organisation phone number *

Must be an Australian phone number.

Organisation email address *

Must be an email address.

Organisation website

Must be a URL.

Hero Image

Attach a file:



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

Primary Contact Details

Primary contact *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Position held in organisation *

Must be CEO, manager, committee / board member

Phone number *

Must be an Australian phone number.

Email address *

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

Secondary Contact Details

Secondary Contact *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

This person will be contacted if we are unable to reach the primary contact

Secondary contact position held *

Must be elected committee member

Secondary contact phone number *

Must be an Australian phone number.

Secondary contact email address *

Must be an email address.

Organisation Details

* indicates a required field

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

Refer to the Australian Tax Office website for definitions: <https://www.ato.gov.au/businesses-and-organisations/not-for-profit-organisations/getting-started/in-detail/registration/legal-structures-for-not-for-profits>

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

- ☐ Yes
☐ No

What is your incorporation number?

Please upload your Certificate of Incorporation *

Attach a file:

Is your organisation auspiced by another not-for-profit organisation for the purpose of this grant? *

- ☐ Yes ☐ No

Unincorporated organisations applying for a grant must be auspiced by an incorporated not-for-profit organisation. An auspice is an organisation who manages grant funding on your behalf. For example, a small community group with limited resources may use a larger not-for-profit organisation as their auspice. The larger not-for-profit will receive and manage the grant funding, while the community group will undertake the activity.

Please note if you are not incorporated and select **no** for this question, you will be ineligible to apply for this funding 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 Kingston's Community Festivals, Events and Creative Activities grant stream.

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

What is your organisation's mission statement? *

Or upload your organisation's mission statement (if applicable)

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Attach a file:

Please upload your most recent financial statement *

Attach a file:

Must include full financial picture (i.e. balance sheet, funds held for purpose etc)

Applicant Organisation's 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 purpose or mission? *

Upload your organisation's mission statement or constitution (if applicable)

Attach a file:

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? *

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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 the following supporting documentation:

Your organisation's Certificate of Currency *

Attach a file:

Public Liability Insurance (at least \$20 million required)

Your organisation's recent Annual Report *

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

Your organisation's most recent Financial Statement *

Attach a file:

Must include full financial picture (i.e. balance sheet, funds held for purpose etc)

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

Attach a file:

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

How many members are in your organisation? *

Must be a number

How many Kingston resident members are in your organisation? *

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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

Auspice Information

* indicates a required field

Auspice Organisation Details

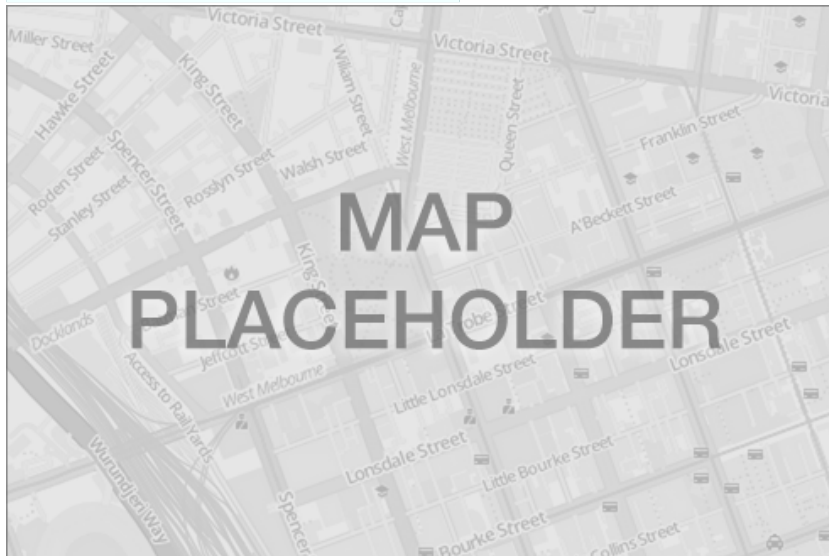
Auspice organisation name *

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 address

Address



Auspice postal address

Address

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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
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Position held in organisation *

Must be CEO, manager, committee / board member

Auspice primary contact phone number *

Must be an Australian phone number.

Auspice primary contact email address *

Must be an email address

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	

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Tax Concessions

Main business location

Must be an ABN.

Please attach the following documentation:

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., CEO, senior manager or board member) and must include: name, position, signature and date

Auspice organisation's Certificate of Incorporation *

Attach a file:

Auspice organisation's Certificate of Currency *

Attach a file:

Public Liability Insurance (at least \$20 million required)

Festival/Event or Creative Activity - Summary

* indicates a required field

Successful applicants for festival/events will be required to:

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

If the 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 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

Title *

Provide a name of your festival, event or creative activity

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Anticipated start date *

Must be after 1 July 2025

Anticipated end date *

What is the location of your proposed festival, event or creative activity? *

Address

Please provide a summary of your festival, event or creative activity *

Be descriptive, but succinct. Include a brief summary of who this activity is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform), and what you expect to result from the activity (outcomes).

Is your festival, event or creative activity to be held on Council land? *

☐ Yes

☐ No

Please upload the Approval in Principle and Event Notification form *

Attach a file:

Please upload a completed Event Notification form *

Attach a file:

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

Community Need

* indicates a required field

Assessment criteria weighting: 25%

Why is your festival, event or creative activity needed? *

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What issue (community need) is your activity addressing? Consider who in the community is affected and why this festival, event or creative activity is needed (For example: Many seniors in the community report feeling isolated and lack of opportunities to socialise)

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

What do you want to achieve with this funding? (for example: to create a welcoming and inclusive event where seniors can connect, build friendships, and access local services). Explain how the aims of your festival, event or creative activity address the identified need. Provide a clear connection between the two (for example: this event directly addresses the need for social connection by providing a dedicated space for seniors to interact, reducing isolation and fostering a sense of belonging in the community)

Who will attend your festival, event or creative activity? *

- | | | |
|--|---|---|
| <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) |
| <input type="checkbox"/> Indigenous communities | <input type="checkbox"/> People experiencing homelessness | |

How many Kingston residents will attend your festival, event or creative activity? *

Please provide an estimate (per year)

Community Benefit

* indicates a required field

Assessment criteria weighting: 25%

How does the festival, event or creative activity benefit the wider Kingston community? *

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

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

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Access - Please explain how your activity will give people a chance to join in or take part. How will you address any physical, communication, 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

Evidence of community support is highly regarded as projects with community buy-in tend to be more successful

What evidence do you have of the community support? *

Please upload evidence of support (if available/relevant)

Attach a file:

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

Organisational Partners

Please list any organisational partners involved in delivering this activity

Partner	Role of Partner	Please upload letters of support (where applicable)
Which other groups or organisations are you working with to run this activity?	In what capacity will they support you in delivering this activity?	A maximum of 5 files can be attached eg; letters, social media content

Festival/Event or Creative Activity - Outcomes

* indicates a required field

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What are the primary areas of focus for your activity / project / program / operations? *

No more than 3 choices may be selected.

You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

Outcomes

In this section you are asked to identify your organisation's goals and how they align with Council's strategic goals that are outlined in the [Council Plan](#) and the [Public Health and Wellbeing Plan](#).

Please tell us about the key outcomes you expect to result from your festival/event or creative activity.

You only need to 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)

Your goals	Timeframe	Select a Council goal	How does it align with Council's goals?
What changes do you expect will occur as a result of the festival/event/creative activity (e.g. enhanced physical fitness)? One per row. Must be no more than 20 words.	Are your outcomes short or long term? Select from the following	Which of our goals will your project contribute to? If multiple apply pick the most relevant. No more than 1 choice may be selected.	Please explain how your intended outcome helps contribute to Council's goals. Must be no more than 100 words.

Capacity to Deliver

* indicates a required field

Assessment criteria weighting: 35%

Activity Tasks

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Tell us about the festival, event or creative activity (activities) you will undertake. List one per row.

You can choose one location for each festival, event, or creative activity. If your event is happening in more than one place, you can list each location as a separate activity.

Activity	Location	Start date	End date
Describe your activities key milestones or tasks.	Where will your activity occur?	Must be after 1 July 2025	

How do you intend to promote your festival, event or creative 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 festival, event or creative activity, or something like it before? Please give details *

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

How will their skills help make your activity successful?

Please provide further information on how you intend to deliver this festival, event or creative activity *

Upload any additional supporting documentation to demonstrate capacity to deliver this festival, event or creative activity

Attach a file:

Festival/Event or Creative Activity - Tracking Progress

Council's Metrics

A metric is a way to measure if you're making progress towards a goal and how much progress you're making. Please select the metric in the table below that you will report on.

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Metric	Collection method	Target	Explanatory notes
Which of our metrics will you track? You will be required to report on your progress. Add more rows if you want to list additional metrics.	How will you collect the data? E.g. survey, headcount, observation/estimation, externally verified sources (e.g. government or public datasets).	How many do you aim to measure?	Add notes if you need to provide more context.

Describing the effectiveness of your festival, event or creative activity

This section is about checking how good your activity is, not just counting how many people take part or are affected.

Please explain how you will check if you're making progress toward your goal.

Examples could include: interviewing participants, asking for feedback or testimonials, organizing focus groups and writing summaries, tracking social media posts, watching for media mentions, or using photos, videos, or audio (like podcasts) to show what's happening.

Methods	Explanatory notes
Select the type of method you will use to help track your progress. One per row. Add more rows if you want to list additional types of methods.	Add notes if you need to provide more context or if you have selected 'Other'. Must be no more than 100 words.

Budget

* indicates a required field

Total Amount Requested

*

\$

How much funding are you asking for each year in this application?

Total Activity Cost *

\$

What is the total cost of your activity each year?

Budget

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, like 'Council grant', 'fundraising night', 'ticket sales', or 'sponsorship'. In the 'Expenditure' column, list your expenses, like 'venue hire', 'entertainment', or 'traffic management'.

Use the 'Notes' column for any extra information we should know.

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

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Income Description	Income Type	Confirmed Funding?	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'
		\$	
		\$	
		\$	
		\$	

Please attach quotes for each expenditure item *

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

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

What other things do you need, other than money, to successfully run this

Who will provide this?

Has the non-monetary item been confirmed

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festival, event, or creative activity?

Non-monetary things could include: equipment or supplies (like audio-visual gear), help with marketing or promotion (like free ads), skills or expertise (for example, an event planner, photographer, or IT support), or free transportation (provided by a partner organisation). Please tell us who will provide these things		

If your application is successful but receives partial funding, would you still be able to deliver the festival, event or creative 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 this festival, event or creative 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 festival, event or creative activity and outline your plan to address these impacts *

For example - waste management/reduction, recycling

Other Considerations

* indicates a required field

Assessment criteria weighting: 10%

Why is this grant essential to your festival, event or creative activity's success? *

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

Is there something special about your festival, event or creative activity that we should know?

Use this space to share any further details that may support your application

Certification and Feedback

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant 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 our organisation is approved for this grant, we will be required to adhere to the Kingston Grants Program Guidelines and accept the terms and conditions of the grant as outlined in the letter of approval and funding agreement

I agree *

☐ Yes

☐ No

Name of authorised person *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Must be CEO, senior manager, committee / board member

Position *

Position held in applicant organisation (e.g. CEO, President, Treasurer)

Contact phone number *

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Must be an Australian 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

Ineligible

Your response indicates that you are ineligible to apply for Kingston's Community Festivals, Events & Creative Activities grant stream.

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

Applicant Feedback

You have reached the end of the application process. 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

Did you find the Guidelines easy to understand?

☐ Yes ☐ No

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

What Happens Next?

Thank you for your application.

Once you select submit, the email address you registered with will be sent an email confirmation of your application with a copy of your application attached.

Council may contact you for more information about your application.

All applicants will be advised of the outcome mid-2025 once funding recommendations are approved by Council.

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