

Community Development Fund Application 2026-27

Form Preview

2026-27 Community Development Fund

Welcome to the 2026-27 Community Development Fund Application Form

Welcome to the Knox City Council's online grant application service, powered by SmartyGrants.

If you need any help navigating this form or using SmartyGrants, please visit SmartyGrants applicant [Frequently Asked Questions](#).

If you have any questions about the application process, [guidelines](#), or [timeframes](#) please contact the Community Grants Team at Knox on 9298 8000 or email grants@knox.vic.gov.au.

To support fairness and equity, and due to limited funding and high demand, organisations may submit up to three applications for distinct projects or objectives. Funding is not guaranteed. Organisations may have all, some, or none of their applications approved, and this risk sits with the applicant.

Below is some important information to help you on your way.

Navigating the application form

You may begin anywhere in this application form. Please remember to save as you go! You will find the save button in the top left hand corner of your screen.

On the right hand side of every screen, there is a box which links directly to every page of the application. Click the link to jump directly to the page you want.

You can also click "next page" or "previous page" on the top or bottom of each page to move back or forward through the application.

Saving and printing your draft application

If you wish to leave a partially completed application, simply press save and log out. When you log back in, click on the "My Applications" link at the top of the screen and you will see a list of any applications you have started or submitted. You can then reopen your draft application and begin where you left off.

You can also download any application, whether in draft or complete. Click on the "Download" button at the bottom of the application navigation panel. Once you have downloaded your application as a PDF you can print it.

Reviewing and submitting your application

You will find a "Review" button at the bottom of the Navigation Panel. You need to review your application before submitting it.

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If you have not answered all mandatory questions in the application form, you will be notified when you click "Review".

Once you are happy with your application, click on "Submit" at the top of the screen or on the navigation panel.

When you submit your application, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

VERY IMPORTANT: *You will not be able to submit your application until all the questions are completed as required.*

If you DO NOT receive a confirmation of submission email then your submission has NOT been received.

Once you have submitted your application, no further changes can be made without contacting the Knox Grants Team on 9298 8000 or grants@knox.vic.gov.au.

Attachments and supporting documentation

You will need to upload documents to support your application. This is simple, however you will need to have the documents saved onto your computer.

You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each, however we do recommend trying to keep files to a maximum size of 5MB for ease of uploading.

If you are not able to upload a document, please contact the team at SmartyGrants for support.

Returning Applicants

Returning applicants are encouraged to read the Community Development Fund Guidelines as these have changed.

It is important that all applicants are across the guidelines to assist with their application.

Completing an application in a group/team

A number of people can work on an application using the same log in details, as long as only one person is working at a time.

Remember - SAVE AS YOU GO!

About the Community Development Fund

Introduction

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The Community Development Fund is a grants program to develop, enhance and support the involvement of not-for-profit community groups with projects, programs or equipment which respond to identified needs in the Knox community.

The Community Development Fund provides grants in seven categories:

Grant Category Amount Description

Active Ageing \$2,501 to \$5,000 Activities, programs or projects that promote social connection, health and wellbeing and volunteer engagement for positive ageing in Knox

Community Strengthening \$2,501 to \$15,000 Projects or programs that strengthen Knox community through the support of a diverse range of activities, services and programs that are responsive to community need and significantly benefit the Knox community

Cultural Celebrations

& Community Events

\$2,501 to \$3,000 Projects, programs or events that increase awareness and understanding of diverse cultures and religions within the community and enhance social inclusion and participation for all residents of Knox

Arts & Culture \$2,501 to \$15,000 To assist with the delivery of Community Festivals, Events & Creative Activities

Environment and Sustainability \$2,501 to \$5,000 To assist community organisations with projects or purchases that support the natural environment and sustainability or supports capacity building or participation numbers of an environmental group.

Active Communities \$2,501 to \$5,000 To assist with capacity building of sport and leisure clubs to deliver programs/projects that promote club wellbeing, diversity, inclusion, gender equity, volunteer engagement and retention

Small Equipment Grants \$2,501 to \$5,000 For small, essential equipment purchases that enhance the sustainability of the organisation.

[Click here](#) for tips on how to make your application stand out.

How applications are assessed

Eligible applications to the Community Development Fund are assessed by the Community Development Fund Assessment Panel, made up of Community representatives and Council officers. Applications are scored using the following weighted criteria:

- Clear demonstration of community need and proposed project objectives (30%)
- The capacity of the applying organisation to deliver the project and manage the grant (25%)
- The degree to which the project is shown to have a clear financial need, be feasible and be financially viable (20%)
- The level of benefit to Knox residents (15%)
- Demonstration of applying organisations consultation and/or partnership with others (10%)

The Panel will make recommendations for consideration at a Council meeting in October 2026.

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Notification of application outcome

All applicants will be notified of the outcome of their application in writing by the end of October / early November 2026.

If your application is successful

Successful applicants will be required to enter into a formal funding agreement defining the approved funded activities to ensure that both parties are clear of their roles and responsibilities.

The funding agreement will clearly define accountability of the funded organisation for the achievement of agreed outcomes and will specify terms and conditions for effective project delivery and protection of public funds.

Where an organisation is auspiced for the purposes of the grant, the auspice organisation is also required to sign the funding agreement.

The period of the funding agreement will be for a maximum of 12 months.

Funded organisations will need to have supplied the following documentation as part of their application:

- Public Liability Insurance Certificate of Currency
- Financial Income and Expenditure Report and Balance Report including Assets and Liabilities
- Annual Report
- Evidence of Current Legal Status
- Statement by Supplier Declaration (only if your organisation doesn't have an ABN)

If your application is unsuccessful

If your application is unsuccessful, an email will be sent to the contact person notifying them of the outcome.

Groups are encouraged to seek feedback and make further applications in the future.

The decision of Council is final, however if you have any questions about the outcome of your application, you are encouraged to contact the Community grants team.

The Community Development Fund is a competitive grants program and not all applications will be able to be funded. To give your application the best chance, we recommend ensuring you have clearly answered all information and provided supporting documents.

Acquittal

This is a report provided by the successful grant recipient at the end of the project that proves that funds have been spent responsibly and in line with the guidelines of the grant program.

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The acquittal will be sent to you once the agreement has been signed and payment has been made by Knox City Council. We recommend familiarising yourself with the form as early as possible to understand what information and supporting evidence will be required.

In accordance with your Funding Agreement, your acquittal is due within two weeks of the project end date stated in your approved application. Where grant funding was received close to, or after, the approved project end date, the acquittal will instead be due within two weeks of the date funding was received. If you require a change to your project end date, this must be requested in writing and approved by Council prior to the original end date. Please refer to the Acquittal Factsheet for guidance in completing your acquittal. As part of the acquittal process, Knox City Council must be acknowledged as the provider of the grant funding. Council logos are attached for this purpose. Acknowledgement may be demonstrated through, but is not limited to:

- social media posts
- flyers, leaflets or invitations
- press releases
- annual reports
- events associated with the project

We strongly recommend uploading expenditure details and supporting documentation (including receipts and invoices) into your acquittal form progressively throughout the project. This will assist in preventing the loss of information and will make final submission quicker and easier. The form may be saved at any time and accessed again via the “My Submissions” section in SmartyGrants. Submission of a completed acquittal is required to demonstrate that grant funds have been used as approved and in accordance with the program guidelines, funding agreement, and your approved application. The acquittal must accurately reflect the approved project budget and be supported by appropriate evidence of expenditure. Where grant funding is being claimed for wages or salary costs, applicants must clearly demonstrate that wages have been paid to the individual(s) for whom funding is being claimed. Evidence must clearly identify the employee, period of employment, and amounts paid, and may include payroll reports, payslips, timesheets, or other appropriate financial records. Please note that failure to submit a complete acquittal may impact your organisation’s eligibility for future Knox City Council grant programs. Where an acquittal remains outstanding, grant funds may be required to be returned in accordance with the Funding Agreement.

Before you begin

* indicates a required field

Before you begin

Before you begin your application, it’s important you read and understand the Community Grant Guidelines, and confirm the following:

The Community Grant Guidelines can be found here: [Community Grants Guidelines](#)

Organisation Name *

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*

- I confirm we have read and understood the Community Grant Guidelines
- I confirm we are a not-for-profit organisation

At least 2 choices must be selected.

If you have spoken to someone about your application, please tell us who.

Applicants are encouraged (but not required) to contact the Grants Team before submitting to confirm their eligibility

Child Safety

Child Safe Standards

Council is committed to creating a child safe and child friendly city. We have zero tolerance for child abuse and are committed to ensuring all children and young people are safe, valued and protected from harm. Child safety is embedded in the everyday work of Council staff, contractors and volunteers.

All organisations funded through the Knox Grants Program must comply with all relevant child safety laws, including but not limited to, the Child Wellbeing and Safety Act 2005. This includes:

- Reviewing the Worker Screening Act 2020 to understand any Working with Children Check (WWCC) requirements;
- Reviewing the Child Employment (Amendment) Act 2022 to determine whether your organisation requires a licence to employ children under 15;
- Implementing the Victorian Child Safe Standards, where applicable; and
- Understanding your organisation's obligations under the Reportable Conduct Scheme.

Plain language guides, fact sheets-language guides, fact sheets and other resources are available from the Social Services Regulator: [Child Safe Standards | vic.gov.au](https://www.ssr.vic.gov.au/child-safe-standards).

Compliance with Child Safe Standards

As a condition of receiving Community Grant funding, organisations must comply with the Child Wellbeing and Safety Act 2005, the Child Safe Standards and the Reportable Conduct Scheme.

If your organisation has direct or indirect contact with children under 18, your application must include evidence of your organisation's commitment to child safety. This includes:

- Policies and procedures related to the Child Safe Standards(where required organisations with no involvement with children are not expected to provide these);
- Confirmation that all relevant staff and volunteers hold a Working with Children Check, where applicable.

Does your organisation or the proposed project/activity involve direct or indirect contact with children or young people under 18 years of age? *

- Yes
- No

At least 1 choice must be selected.

If yes, please provide: evidence of your organisation's Child Safe policies and procedures aligned with the Child Safe Standards; and confirmation that all relevant staff and volunteers hold a current Working with Children Check.

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(Organisations with no involvement with children are not required to provide this information.)

Attach a file:

Does your project, activity, or event take place in a park or other open public space? *

- Yes
 No

If yes, this is considered indirect contact with children. Please provide a Child Safe Plan. A Child Safe Plan is activity specific and outlines the practical steps you will take to manage child safety risks for this project, rather than an organisation-wide policy.

Attach a file:

If you're unsure how to write a child safe plan, please contact the grants team and we can provide you with a template.

Conflict of Interest

You will need to tell us about any relationships that you, your organisation or a member of your organisation has with a Council staff member or Councillor.

This includes, but is not limited to the following types of relationships:

- representation on your Committee or Board of Management
- membership of your organisation
- personal relationships such as family members or partners.

It does not include professional relationships that occur in the usual operation of your organisation such as the use of your organisations services or programs.

The information you provide here won't influence the outcome of your application, however it will assist us in ensuring your application is assessed fairly and accurately, in an unbiased process that ensures transparency across grant programs offered by Knox City Council.

5.1 Do you, or any person involved in this grant application have any relationships with a Council staff member or Councillor? *

- Yes
 No

Please describe the nature of the relationship.

Community Development Fund Category

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* indicates a required field

Grant Category

Our Community Development Fund is split into seven categories depending on your need. Please choose the category that best suits your project.

If your project is assessed as being better suited to a different category, Council may reassign it during the assessment process. The relevant category's maximum funding amount will then be applied as part of the assessment.

Grant Category Purpose / Objectives Description

Active Ageing

Promote social connection, health, wellbeing, volunteer engagement for over 55's

Applications should provide participation outcomes and encourage intergenerational connections that value the contribution of over 55's in Knox.

Community Strengthening Strengthen Knox community through diverse activities/ services Applications will need to demonstrate significant benefit to Knox residents and include strategies for sustainable delivery (if required) of the project beyond the grant program.

Cultural Celebrations & Community Events

Increase awareness/understanding of diverse cultures, enhance social inclusion Applications should demonstrate collaboration and partnership where possible. A community event usually attracts less than 500 people.

Arts & Events Support community festivals, creative activities Applications should demonstrate engaging with and showcasing local artists, musicians, theatre performers, etc. To qualify as an eligible event in this category, the event must be open to the wider community and attract more than 500 people.

Environment & Sustainability Projects purchases supporting environment, sustainability, or environmental groups Applications will need to demonstrate positive biodiversity and/or sustainability outcomes in alignment with Council strategies.

Active Communities Capacity building for sport/leisure clubs to promote wellbeing, diversity, inclusion, gender equity Applications will need to show consideration of diverse communities and contribute to the sustainability of the club.

Small Equipment Grants Small, essential equipment enhancing sustainability Applications may request equipment that is essential to delivering a specific project or activity. Everyday sporting equipment is not eligible for funding. Items commonly used for regular training or ongoing participation such as balls, bibs, cones or gloves will not be supported. Examples of eligible equipment include defibrillators to improve safety, non-branded marquees, and stackable seating for program delivery.

Please Select Your Grant Category *

- Active Ageing - \$2,501 to \$5,000
- Community Strengthening - \$2,501 to \$15,000
- Cultural Celebrations & Community Events - \$2,501 to \$3,000
- Arts & Events - \$2,501 to \$15,000

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- Environment & Sustainability - \$2,501 to \$5,000
- Active Communities - \$2,501 to \$5,000
- Small Equipment Grants - \$2,501 to \$5,000

1. About your Organisation

* indicates a required field

Please tell us about your organisation.

1.1 Organisation Name *

Organisation Name

1.2 Organisation Address *

Address

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

1.3 Organisation Phone Number *

Must be an Australian phone number.

1.4 Does your organisation have an ABN? *

- Yes
- No

If you don't have an ABN, please provide a Statement by Supplier declaration (<https://www.ato.gov.au/forms-and-instructions/statement-by-supplier-not-quoting-an-abn>) and upload at the bottom of this page.

1.5 Is your organisation registered for GST? *

- Yes
- No

1.6 Are you Incorporated? *

- Yes
- No

1.7 Incorporation Number (if applicable)

1.8 Indicate your organisations legal status *

- Incorporated
- Cooperative
- Limited by Guarantee
- Church

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Other:

1.9 Organisation website

Must be a URL.

1.10 Briefly describe what your organisation does *

Be concise! Tell us in a few words what your organisation does. You can use your vision or mission statement, or a general description of your services or purpose, including how long you have been operating.

1.11 How many members does your organisation have? *

Must be a number.
Number of members

1.12 Approximately how many of these members are Knox residents? *

Must be a number.

1.13 If you have received a grant from us previously, did you complete and submit your acquittal by the due date? *

- Yes
 No
 Have never received a grant from Knox City Council

1.14 Does your organisation need an Auspice for the purpose of this funding? *

- Yes
 No

If your organisation is not formally registered as a Charity or Incorporated Not for Profit, you will need an Auspice for the purpose of this application. An Auspice is an organisation who does fit the above criteria, and assists smaller organisations by managing the grant funding on your behalf.

Organisations Document Upload

Please upload the following documents relating to your organisation to support your application.

The purpose of these documents is to assist the panel with assessing your application, by providing information regarding your organisations governance, viability and activities.

Attachment 1 - Public Liability Insurance Certificate of Currency *

Attach a file:

Must be a Certificate of Currency, showing as a minimum your organisation as the insured entity, period of insurance and amount covered.

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Attachment 2 - Financial Income and Expenditure Report and balance sheet, including assets & liabilities *

Attach a file:

We need your latest financial report, including assets & liabilities to demonstrate your organisations viability and capacity

Attachment 3 - Annual Report *

Attach a file:

Please attach your latest annual report. If your group does not have an annual report, please provide minutes from your most recent AGM that demonstrates your organisations activities and governance.

Attachment 4 - Evidence of current legal status *

Attach a file:

Please upload evidence of your current legal status, such as your Certificate of Incorporation or a screenshot of the information from a website.

Attachment 5 - Statement by Supplier (only if your organisation doesn't have an ABN)

Attach a file:

Please upload the completed Statement by Supplier declaration if your organisation does not have an ABN in response to question 1.3

2. About Your Project

* indicates a required field

2.1 Project Name *

Must be no more than 20 words.

Tell us in a few words, what is the name of your project. Your project name should be clear and concise, and provide an indication of what you are aiming to achieve.

2.2 Project Start Date *

Must be a date.

Must be after 1 November 2026

2.3 Project End Date *

Must be a date.

Must be before 30 November 2027

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2.4 Location of project *

Address

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

2.5 Name of venue where project will be held (if applicable)

For example: Knox Community Arts Centre. Please note, projects proposed to take place in a venue that hosts electronic gambling machines will not be approved.

Assessment Criteria

This is where you tell us about your project, program or equipment needs.

Important: To assist our Panel in assessing your application, please keep your answers clear and concise. We will give you hints and tips on the way through your application.

Your responses should provide the Assessment Panel with a clear understanding of:

- What you wish to achieve
- How you intend to achieve it
- Evidence of the need for your project, and
- How you will evaluate your projects achievements.

Your application will be assessed by the Panel on the following weighted criteria:

- Clear demonstration of community need and proposed project objectives (30%)
- The capacity of the applying organisation to deliver the project and manage the grant (25%)
- The degree to which the project is shown to have a clear financial need, be feasible and be financially viable (20%)
- The level of benefit to Knox residents (15%)
- Demonstration of applying organisations consultation and/or partnership with others (10%)

Project Overview and Community Need (30%)

Describe: What the project or purchase is
The specific community issue or need it addresses
Who the project is for
Why it is needed now.

Demonstrate your research / justification of the project.

2.6 Project Overview and Community Need *

Must be no more than 150 words.

Describe the specific issue or need you want to address

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2.7 Which key direction(s) in the Knox Council & Community Plan best align with your project or activity? *

- Theme 1 - Enhancing community connection to vital services and resources
- Theme 2 - Embracing connection, inclusion and diversity
- Theme 3 - Caring for and enhancing our environment
- Theme 4 - Leading, listening and governing responsibly
- Theme 5 - Being a strong voice for safety

Can be more than one selection

Project Objectives and Delivery (25%)

Describe: The main objectives of the project
Key activities or steps you will undertake
Any partners involved and their role
Whether this is the first time your organisation has delivered this project, or a similar project, and any relevant experience

2.8 Project Objectives and Key Activities *

Must be no more than 150 words.

Expected Outcomes and Benefits (15%)

Describe: Short, medium and/or long-term outcomes
Who will benefit and how
How the project contributes to wellbeing, connection, inclusion or sustainability in Knox

Clearly identify the benefit to Knox residents (beneficiaries)

2.15 Expected Outcomes and Benefits *

Must be no more than 150 words.

2.16 How many people do you estimate will directly benefit from this project? *

Must be a number.

2.17 Of these, how many do you estimate are Knox residents? *

2.18 How did you calculate the number of Knox residents that would benefit? *

2.19 Please indicate the demographic and/or topic area that your project will benefit/target most *

- Active Ageing Cultural Diversity LGBTIQ+ Volunteering
- Arts & Cultural Disability Lifelong Learning Welfare
- activities

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- Children
- Community
- Community Safety
- First Nations Community
- Intergenerational
- Leisure & Recreation
- Mental Health & Wellbeing
- Natural Environment
- Youth
- Other:

Evidence of Need and Community Consultation (10%)

Explain: Why this project is needed in the community How this need has been identified or researched Any consultation, collaboration undertaken (formal or informal) If no formal consultation has occurred, explain how the project still responds to identified community needs.

2.20 Evidence of need and community consultation *

Must be no more than 150 words.

Project Plan

A project plan clearly outlines the key tasks, timelines and people involved in delivering the project. Please outline the key tasks and timeframes in the table below. You can find an example project plan here: [Project Plan Example](#)

Note: If your organisation has completed their own project plan, please upload below.

| Activity (eg: order equipment) | Who (eg: treasurer) | When (eg: Dec 2024) |
|--------------------------------|-----------------------------|----------------------------------|
| List of tasks | Who is responsible for task | Date task should be completed by |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Project Plan Attachment

If your organisation has their own Project Plan and it's more suitable to attach than completing the table above, please upload here.

Project Plan

Attach a file:

Risk Management Plan

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A Risk Management Plan includes the identification of any risks, assessing the likelihood of risk, and developing strategies to mitigate or manage those risks. You can find an example Risk Management Plan here: [Risk Management Plan Example](#)

A risk is defined as "an uncertain event or condition that if it occurs, has a negative effect on a projects deliverables".

If you have already completed a risk management plan, please upload in the section below.

Note: if your project involves Children, please ensure you have included risk identifiers and mitigation strategies in relation to child safety.

| Risk Description | Contributing factors | Risk Rating | Mitigation |
|---------------------|----------------------|-------------------|--------------------------------|
| Eg: trips / hazards | Why is this a risk? | High, Medium, Low | How will you manage this risk? |
| | | | |
| | | | |
| | | | |

Risk Management

If your organisation has their own Risk Management Plan, please upload here.

Risk Management Plan

Attach a file:

Community Festivals and Events

This section is required as you have indicated your project falls into:

- Cultural Celebrations and Community Events *or*
- Arts and Events

For information relating to Community Festivals and Events, please visit Knox City Council's Events website at [Community event info and registration | Knox](#)

Here you will find great information and services to assist you planning your event, including the use of our events kit!

What date do you intend to hold your event? *

Must be a date and no earlier than 1/11/2026.

Event Management Plan

An Event Management Plan clearly documents the key tasks, timelines and people involved in delivering the project.

Please refer to the events page on councils' website for more information;

[Community event info and registration | Knox](#)

Activity

Who

When

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| | | |
|--|--|--|
| | | |
| | | |
| | | |

Project Contacts

Please tell us the best people to contact regarding your project. You must include at least **two different** contacts.

Note: Where possible, avoid using personal emails in the contact details. If your organisation has specific organisation email addresses, these are best to use as committees and contacts can change.

2.23 Who is the best person to contact regarding your project? (Primary contact)

*

First Name

Last Name

Phone number *

Must be an Australian phone number.

Email address *

Must be an email address.

2.24 Secondary contact *

First Name

Last Name

Phone number *

Must be an Australian phone number.

Email address *

Must be an email address.

3. Project Budget

* indicates a required field

Budget

The following sections are where you detail the financial breakdown of the anticipated budget for your project.

The budget is made up of:

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- **income** - described as the funds available to support the budgeted expenses, and
- **expenses** - the anticipated costs associated with the project.

Rows may be added to the tables by clicking on the "Add Row" button located at the bottom right-hand corner of the table.

GST and Proof of Expenditure Requirements

- Where an applicant is registered for GST, grant funding will not include GST for salary, project management costs, equipment or other items that attract GST.
- All invoices submitted as proof of expenditure must clearly indicate whether GST has been applied, and where applicable, invoices and quotes must include GST and show this separately.
- Where screenshots are provided as proof of expenditure, applicants must clearly confirm whether the amounts shown include GST.

Project Budget (Income)

3.3 Please outline your project income in the budget table below, including details of all income or funding applied for, whether confirmed or not.

This should reflect the full project income, not just the amount requested from the grant.

Your budget MUST balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT)

| Income description | Income type | Is this funding confirmed? | Income amount (budgeted) |
|--|----------------------------------|----------------------------|--|
| Provide a clear description for each budget item. Examples of income could include 'council community grant', 'trivia fundraising night', 'company X sponsorship'. | Please select the type of income | | Enter the total amount expected to be received. Must be a dollar amount. |
| | Other: | | |
| | Other: | | |
| | Other: | | |
| | Other: | | |

Income Totals

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Total Income Amount

\$

This number/amount is calculated.

Project Budget (Expenditure)

3.4 Please outline your project expenses in the expenditure table below.

This should reflect the full project expenditure, not just the amount being spent with the grant.

This is the total cost of running your one-off project / activity. It includes all expenses needed to deliver the project / activity, such as materials, equipment, venue hire, staff or contractor costs, and any other related costs.

| Expenditure description | Expenditure type | Expenditure amount (budgeted) |
|---|--|---|
| Provide clear descriptions for each budget item. Examples of expenses could include 'onsite power & water for 6 months', 'office supplies', 'part-time staffer x 40 hours'. | Please select the type of expenditure. | Enter the total amount to be expended on this budget item. Must be a dollar amount. |
| | Other: <input type="text"/> | |
| | Other: <input type="text"/> | |
| | Other: <input type="text"/> | |
| | Other: <input type="text"/> | |

Expense Totals

Total Expenditure Amount

\$

This number/amount is calculated.

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.

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Expenses to be funded by the grant

3.5 Please outline the proposed expenditure to be supported by Council funding.

- Supporting evidence must provide a clear and detailed breakdown of all costs, including expenses (e.g. project-specific wages, administration) and project/activity expenses. All costs must be itemised and show how totals are calculated (e.g. staff roles and FTE for wages, unit costs for other items).
- Lump sums without explanation will not be accepted.
- Two (2) quotes or invoices must be provided for each item of grant expenditure. If obtaining two quotes is not feasible, please contact us to discuss your circumstances prior to submitting your application.
- Each document must be attached to the corresponding budget line item.
- Quotes/invoices can include a formal written quotation or a screenshot of items from a retailer's website.

Please note: The costs outlined and supported in this application will be used to assess your funding and will be matched against your acquittal. Funding must be spent in line with the approved budget items, and cannot be reallocated to different expenses without prior approval.

Note: Short-term wages may be funded where staffing is essential to delivering the project or activity, provided wages do not exceed relevant award rates, enterprise agreements, or recognised industry pay standards. Projects only, where grant funds are used to pay wages, fees, or contractor payments, applicants must provide clear evidence that payment has been made directly from the applicant's bank account to the individual or organisation being paid. Evidence and supporting documentation, such as payslips, timesheets, invoices, or contracts, must be consistent with the job title or role being funded, match the proof of payment, and reflect what was approved in the grant application. Cash payments are not accepted

| Item Description | Amount \$AUD | Quote / Invoice / Wage Calculations |
|------------------|--------------------------|-------------------------------------|
| | Must be a dollar amount. | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |

CDF Budget Totals

Total CDF Expenses

\$

This number/amount is calculated.

This amount must match the Grant Amount Requested

Partial Grant Funding

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Sometimes we can't fund the full cost of a project. Please tell us if your project could still go ahead if you only receive some of the money.

3.6 Could your project still run with partial funding? *

- Yes
- No

If you answered Yes, please list the **most important parts** of your project that you would need funding for.

For each item, tell us: what it is, and how much money is needed for that part.

| Description / Item | Budgeted Value |
|--------------------|--------------------------|
| | Must be a dollar amount. |
| | \$ |
| | \$ |
| | \$ |
| | \$ |

Please describe why your project is not viable with partial funding?

Auspice Organisation

Auspice Organisation Details

This section is required where you have indicated you require an auspice for the purpose of this organisation.

The Auspice organisation will be required to complete an [Auspice Declaration Form](#) to be submitted with this application form.

Auspice Organisation Name

Auspice Declaration

Please attach the completed [Auspice Declaration](#) below.

Completed Auspice Declaration

Attach a file:

4. Community Strengthening News

Knox City Council's Monthly E-bulletin

Knox City Council issues a monthly e-bulletin containing useful information relating to community training, grants and other resources. If you would like to subscribe to the monthly e-bulletin, please do so by clicking this link:

[Subscribe here](#)

5. Declaration and Submission

* indicates a required field

Privacy

As part of the Information Privacy Act Statement of Consent, Council collects information from grant applicants to register and manage grant applications for the relevant funding period. The information may also be used to provide related updates and to assess satisfaction with Council services. Your information will not be shared except as required by law and will not be disclosed for marketing purposes.

Declaration

I/We declare that:

- The information contained in this application and its attachments is to the best of my knowledge, true and correct.
- I will notify Knox City Council of any changes to this information and any circumstances that may affect this application.
- I understand that Knox City Council is subject to the Freedom of Information Act 1982.
- I understand that this is an application only and may not result in funding approval.

I have read, understand, and agree to the above statements.

5.2 Declaration and agreement *

Yes

5.3 Authorised Person *

First Name

Last Name

Organisation *

Organisation Name

Date *

Community Development Fund Application 2026-27

Form Preview

Must be a date.