

Minor Grant Program Application Form 2026-2027

Form Preview

2026-27 Minor Grants Application Form

Welcome to the 2026-27 Minor Grants 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.

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.

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.

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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.

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!

Eligibility

To be eligible for a Minor Grant, organisations applying must meet the following criteria:

- Applicants must be located within Knox City or deliver projects within the municipality, and demonstrate significant benefit to Knox residents.
- Organisations must hold an Australian Business Number (ABN) or provide a completed Statement by Supplier.
- Organisations must have a Committee of Management or an equivalent governing body.
- Satisfactory evidence of expenditure for any previous Council grants must be provided.
- Organisations must have no outstanding debts with Council.
- Organisations must be a not-for-profit legal entity serving the Knox community.
- Organisations must hold adequate public liability insurance relevant to the funded activity.
- All required permits and approvals must be obtained as part of the funding agreement.

Key Dates

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Your project start date must be **after** the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented **will not** be considered.

Submission Deadline Council Meeting Date

22 June 2026 13 July 2026

20 July 2026 10 August 2026

24 August 2026 14 September 2026

21 September 2026 12 October 2026

19 October 2026 9 November 2026

23 November 2026 14 December 2026

Applicants will be notified of the outcome of their application in the days following the Council meeting.

Application Amount	Assessment and Determination	Grant Accountability and Acquittal
\$1 to \$2500	Assessed by the CEO or delegate. Determined by Council at the monthly Ordinary Meeting of Council.	Funding Agreement and Acquittal required that show proof of expenditure/ purchase (i.e. receipt, paid invoice or bank statement) and benefit of grant.

APPLICANT DETAILS

* indicates a required field

Applicant Details

Organisation Name *

Organisation Name

Organisation Address *

Address

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

Primary Contact Person *

First Name

Last Name

Contact Address *

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Address

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

Mobile Phone Number *

Must be an Australian phone number.

Phone Number

Must be an Australian phone number.

Email *

Must be an email address.

Secondary Contact Person - must be different to person listed above *

First Name

Last Name

Mobile Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Please provide your 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	

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Main business location

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation incorporated? *

Yes No

If no, please confirm if you are a registered not-for-profit legal entity

Is your organisation not-for-profit? *

Yes No

If your answer is no, you are ineligible to apply for this funding

Incorporation Details

Please provide your Incorporated number

This can be found on the Consumer Affairs Victoria website

Committee/Governance Structure

Complete the details of at least 2 committee members (must be different to contact people already provided in application):

Committee Member Full Name	Position	Email Address	Phone Number
			Must be a number.

Is your organisation another type of organisation established under an Act passed by the State or Commonwealth (i.e. a registered charity)? *

Yes No

If your organisation isn't incorporated and not registered as a not-for-profit (ie. a registered charity), you will require an auspice who is one or both of these things.

Auspice Details

Auspice Organisation Name *

Organisation Name

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.

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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.

Auspice Project Contact *

First Name

Last Name

Auspice Position *

Auspice Phone Number *

Must be an Australian phone number.

Auspice Email *

Must be an email address.

The auspice organisation must complete an [Auspice Declaration Form](#) and attach below

Signature of auspice representative - permission required *

Attach a file:

Please upload signed declaration from auspice representative

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.

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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.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

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. (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:

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Contact with Council

Have you discussed your application with any Knox Council Officer? If so, please provide details below:

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

Community Strengthening e-Bulletin Subscription

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)

PROJECT DETAILS

* indicates a required field

Request Details

Project Title *

Project Start Date *

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

Project End Date *

Must be a date.

Your acquittal due date will be based on what is put here

(a) Briefly describe details of the request: *

Word count:

Must be no more than 150 words.

Describe the need you want to address within the community.

(b) What community benefit is gained from this project / activity? *

Word count:

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Must be no more than 150 words.
What are the positive outcomes of your project.

How many people who identify as volunteers (including committee members) are currently involved in keeping your group / organisation active? *

Must be a number

How many people will directly benefit from or participate in your project / activity? *

Must be a number

How many of the above are Knox residents? *

Must be a number

How did you calculate the number of Knox residents that will benefit?

BUDGET

* indicates a required field

(c) What is the total cost of the project / activity? *

\$

Must be a dollar amount.
What is the total budgeted cost (dollars) of your project?

(d) What amount is being requested? *

\$

Must be a dollar amount and no more than 2500.

Budget

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

The budget is made up of:

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

NOTE: total income must match total expenditure

Income	Income Amount	Expenditure	Expenditure Amount
Please describe income item (ie: council grant, your organisations cash	\$AUD	Please describe expenditure item ie: venue hire	\$ AUD

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contribution, ticket sales etc			
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

Must total \$0.00 ie total income must match total expenditure

Quotes / invoices for expenses to be funded by the grant

- 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.
- These quotes/invoices will be used to verify your expenditure and complete your grant acquittal process.

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 at the end of your project, applicants must clearly confirm whether the amounts shown include GST.

Expenditure	Amount	Quotes / Invoices
Please describe expenditure item	\$ AUD <input type="text"/>	Attach quotes / invoices here for individual items.
	\$ <input type="text"/>	
	\$ <input type="text"/>	
	\$ <input type="text"/>	
	\$ <input type="text"/>	
	\$ <input type="text"/>	

ADDITIONAL INFORMATION

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* indicates a required field

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Attach a file:

A minimum of 1 file must be attached.

Public Liability Expiry Date *

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

Please attach any other relevant supporting documentation. This can include:

- **A project plan**
- **Letters of support**
- **Any other relevant information you feel is necessary to support your application**

Attach relevant documentation:

Attach a file:

Attach a file:

DECLARATION

* indicates a required field

Conflict of Interest

Do you or member of your organisation have a relationship with a Council staff member or Councillor? *

Yes No

A relationship can include a direct relative, member or the household, neighbour, or friend. If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

Does your organisation have any members who are Council staff members or Councillor? *

Yes No

Please provide further information

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I declare that all information within this application is true and correct.

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Procedure.

Name *

First Name

Last Name

Organisation Name *

Position (eg: President, Treasurer) *

Declaration Date *

Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.