

Community Partnership Funding Application 2027- 30

Form Preview

Instructions

* indicates a required field

Please read the information below to assist you in completing your application online.

Before you begin

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

Please ensure you have read the [Community Grants Guideline](#) before you start.

If you would like some help using this form, download the [Help Guide for Applicants](#).

If an error occurs, fear not – SmartyGrants staff are available and ready to help. Contact them on (03) 9320 6888 during business hours or email service@smartygrants.com.au and quote your application number.

For queries about the guidelines, deadlines, or questions in the form, please contact the Community Grants Team at Knox Council on 9298 8000 during business hours or email grants@knox.vic.gov.au and quote your application number.

Completing the application form

Navigating (moving through) the application form

You may begin anywhere in this application form. Please ensure you save as you go - the Save button is in the top left hand corner.

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 page you want.

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

Saving and printing your draft application

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

You can also download any application, whether draft or completed, as a PDF. 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 you can submit it.

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If you have not answered a compulsory question or you have entered an answer incorrectly (e.g. too many words, incorrect amount of numbers etc) you will be notified when you click 'Review'. {Questions marked with a red asterik * are compulsory}

Ensure you leave adequate time to correct any errors and complete accidentally missed questions.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel.

Once you have submitted your application, no further editing or uploading of support materials is possible.

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 documents

You may need to upload/attach documents to support your application. This is very simple, but requires you to have the documents saved on your computer, or on a zip drive, or similar.

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 recommend trying to keep files to a maximum of 5MB - the larger the file, the longer the upload time.

If you are not able to upload a document, please contact the SmartyGrants team for support (see contact details above).

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. Ensure you save as you go.

How applications are assessed

All Community Partnership Fund applications are assessed on the following weighted criteria:

- Relevance to specified funding stream objectives (30%);

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- Organisational capacity (demonstrated ability and experience) (25%);
- Clarity of proposed funding expenditure (evidence of realistic budget planning for funding period) (25%); and
- Opportunities to strengthen effective partnership and collaboration (10%).
- Scope of service delivery (accessibility for residents across Knox) (10%);

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 service 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 from 1 January 2027 to 30 June 2030.

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 Partnership 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.

Child Safety

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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.

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 service 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 service ever operate 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 in this instance, rather than an organisation-wide policy.

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Attach a file:

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.

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.

Organisation Details

* indicates a required field

To be eligible for community partnership funding, applicants must be a **not-for-profit** organisation established under:

- the Victorian Associations Incorporation Reform Act 2012;
- the Victorian Co-operatives Act 1996;
- the Aboriginal Councils and Associations Act 1976, Corporation Law; or
- another form considered appropriate by Knox City Council.

Applicants must also have a Committee of Management or Board of Management that can accept responsibility for the funding, ensure that the objectives and service priorities are fulfilled, and meet the evaluation criteria.

Applications will also be considered from organisations under the [auspice](#) of another organisation which meets these criteria.

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Are you a not-for-profit organisation? *

Yes No

Does your organisation have an auspice organisation for the purpose of this funding? *

Yes No

If you answered **no** to both questions above, unfortunately your organisation doesn't meet the eligibility criteria for the community partnership funding program. Please contact the Community grants team on 9298 8000 to discuss further.

If you answered **yes** to either question above, please proceed with the application.

Organisation *

Organisation Name

Service Address *

Address

Suburb State Postcode

Email *

Must be an email address

Phone *

Must be between 10 and 14 characters. Include an area code for landlines.

Website

Provide a brief overview of your organisation, including vision, principles & aims, involvement with the Knox community, and key relationships with other organisations. *

Primary Contact *

Title First Name Last Name

Primary Contact Position *

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Primary Contact Phone *

Must be an Australian phone number.

Primary Contact Email *

Must be an email address.

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

Indicate your organisation's legal status *

- Incorporated
- Co-operative
- Company limited by guarantee
- Church
- Other:

Indicate your organisation's governance structure *

- Committee of Management
- Board of Management
- Other:

Does your organisation have an Australian Business Number (ABN)? *

- Yes - enter your ABN below
- No - attach a completed Statement by Supplier declaration below

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

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ACNC Registration
Tax Concessions
Main business location

Applicants do not have to be registered for GST, however applying organisations must either

- have an Australian Business Number (ABN) *or*
- provide a [Statement by Supplier declaration](#).

Organisation Document Upload

Attachment 1 - Public Liability Insurance Certificate of Currency *

Attach a file:

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

Attach a file:

Attachment 3 - Annual Report *

Attach a file:

Attachment 4 - Evidence of current legal status *

Attach a file:

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

Attach a file:

Community Partnership Fund Category

Grant Categories

Our Community Partnership Fund is split into three categories.

Applicants must request funding above \$15,001.00 with each stream able to award up to \$150,149.50. As funding commences January 2027 this will be pro-rated (6 months) for the 2026-2027 financial year.

Grant requests must be financially realistic, and full amounts may not be awarded. Final allocations will vary between streams and will be based on assessment outcomes.

The amount you apply for is for a 12-month period.

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1. Specialist Community Support Services

For organisations delivering essential community support services, or those providing specialised support for specific population groups such as older people, young people, children and families, First Nations communities, and culturally diverse communities.

This stream supports organisations to: • Deliver essential services and support to Knox residents • Address identified service gaps • Enhance existing services • Improve equitable access

Examples include: Financial, legal and crisis assistance; housing support; mental health programs; family violence support; addiction support (alcohol, gambling, etc.); and food security initiatives.

2. Community Development

For organisations delivering programs that foster social connection, inclusion, participation, resilience and capacity building.

This stream supports organisations to: • Promote equal opportunities for participation • Focus on primary prevention and early intervention • Strengthen partnerships and community connections • Build organisational or community capacity • Improve access to programs and facilities

Examples include: Neighbourhood and community connection activities; community arts or cultural participation projects; peer support or social inclusion groups; youth or intergenerational programs; skills building workshops; community education sessions; and organisational capacity building projects (e.g., governance or planning support).

3. Volunteer Resourcing and Support

For organisations that strengthen the coordination, support, and development of volunteering in Knox.

This stream supports organisations to: • Connect residents with meaningful volunteering opportunities • Promote the value and benefits of volunteering • Equip organisations to support, manage and retain volunteers Facilitate networking and information sharing across volunteer engaging organisations

Examples include: Volunteer recruitment and onboarding programs; training and development for volunteers; volunteer management tools or systems; volunteer recognition initiatives; networking or information sharing events; or resources that help organisations create safe, supportive volunteer environments

Please Select Your Grant Category

- 1. Specialist Community Support Services - above \$15,001 and up to \$150,149.50
- 2. Community Development - above \$15,001 and up to \$150,149.50
- 3. Volunteer Resourcing and Support - above \$15,001 and up to \$150,149.50

1. Specialist Community Support Services

* indicates a required field

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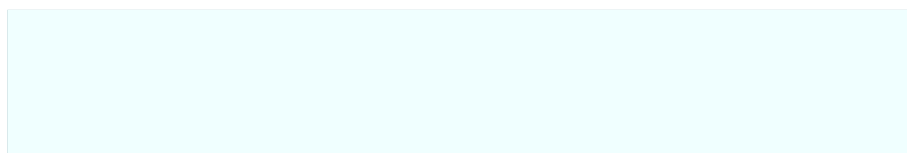
1. Relevance to Specialist Community Support Services (30%)

Describe the community support service your organisation will deliver with this funding.

In your response, please explain:

- What essential or specialised support will be provided.
- Which population group(s) your organisation will support (e.g. older people, young people, families, First Nations communities, culturally diverse communities).
- The service gap or community need your organisation addresses.
- How your organisation will enhance or build on existing services.
- How your organisation will improve equitable access for Knox residents.

*



Must be no more than 200 words.

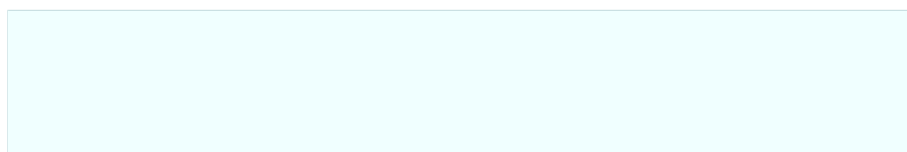
2. Organisational Capacity (25%)

Describe your organisation's experience and capacity to deliver this project.

Include information about:

- Your experience delivering similar essential or specialised support services.
- Your experience working with the target population(s).
- Staff, volunteers, partners, or systems that will support service delivery.

*



Must be no more than 200 words.

3. Clarity of Proposed Funding Expenditure (25%)

How will the grant funding be used to support service delivery?

Please explain:

- The key costs covered by the funding.
- How these costs directly support essential services, service enhancement, or improved access.
- Why the proposed budget is realistic for the funding period.

*

Must be no more than 200 words.

4. Scope of Service Delivery – Accessibility (10%)

Who will be able to access this service and how?

Please outline:

- The number and type of Knox residents expected to benefit.
- Where and how the service will be delivered.
- Any barriers to access and how these will be addressed.

*

Must be no more than 200 words.

5. Partnerships and Collaboration (10%)

Describe any partnerships or collaborations involved.

Include:

- Partner organisations and their role.
- How partnerships improve service. coordination, referral pathways, or access
- How collaboration helps avoid duplication and adds value for the Knox community.

*

Must be no more than 200 words.

2. Community Development

* indicates a required field

1. Relevance to Community Development Objectives (30%)

Describe the community development program or activity your organisation will deliver.

In your response, please explain:

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- How the program or activity fosters social connection, inclusion, participation, resilience, or capacity building.
- Who the program or activity is for and how it promotes equal opportunities for participation.
- Whether the activities focus on primary prevention or early intervention.
- How the program or activity builds individual, community, or organisational capacity.
- How access to programs, activities, or facilities for Knox residents will be improved.

*

Must be no more than 200 words.

2. Organisational Capacity (25%)

Describe your organisation's experience and capacity to deliver the proposed program or activities.

Include information about:

- Experience delivering similar community development programs or activities.
- Experience working with the target community or participants.
- Staff, volunteers, partners, or systems that will support delivery.

*

Must be no more than 200 words.

3. Clarity of Proposed Funding Expenditure (25%)

How will the grant funding be used to deliver the program or activities?

Please explain:

- The key costs the funding will support.
- How these costs directly contribute to delivery, participation, or capacity building.
- Why the proposed budget is realistic for the funding period.

*

Must be no more than 200 words.

5. Scope of Service Delivery – Accessibility (10%)

Who will be able to access the program or activity and how?

Please outline:

- The number and type of Knox residents expected to participate.
- Where and how the program or activity will be delivered.
- Any barriers to participation (e.g. cost, transport, cultural, or accessibility barriers) and how these will be addressed.

*

Must be no more than 200 words.

4. Partnerships and Collaboration (10%)

Describe any partnerships or collaborations involved.

Include:

- Partner organisations and their role.
- How partnerships strengthen community connections or outcomes.
- How collaboration helps avoid duplication and adds value for the Knox community.

*

Word count:

Must be no more than 200 words.

3. Volunteer Resourcing and Support

* indicates a required field

1. Relevance to Volunteer Resourcing and Support Objectives (30%)

Describe the volunteering program, activities, or support your organisation will deliver.

In your response, please explain:

- How the activities strengthen the coordination, support, or development of volunteering in Knox.
- How residents will be connected with meaningful volunteering opportunities.
- How the value and benefits of volunteering will be promoted.

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- How organisations or volunteer managers will be supported to recruit, manage, or retain volunteers.
- How the activities help create safe, supportive, and inclusive volunteer environments.

*

Must be no more than 200 words.

2. Organisational Capacity (25%)

Describe your organisation's experience and capacity to deliver volunteering support activities.

Include information about:

- Experience coordinating, supporting, or managing volunteers.
- Experience delivering volunteer recruitment, training, development, or recognition activities.
- Staff, volunteers, partners, or systems that will support delivery.

*

Must be no more than 200 words.

3. Clarity of Proposed Funding Expenditure (25%)

How will the grant funding be used to support volunteering activities?

Please explain:

- The key costs the funding will cover (e.g. training, resources, systems, coordination).
- How these costs directly support volunteer engagement, development, or retention.
- Why the proposed budget is realistic for the funding period.

*

Must be no more than 200 words.

4. Scope of Service Delivery – Accessibility (10%)

Who will be able to access these volunteering opportunities or supports and how?

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Please outline:

- The number and type of Knox residents or organisations expected to benefit.
- Where and how the activities will be delivered.
- Any barriers to participation (e.g. time, skills, access, awareness) and how these will be addressed.

*

Must be no more than 200 words.

5. Partnerships and Collaboration (10%)

Describe any partnerships or collaborations involved.

Include:

- Partner organisations and their role.
- How partnerships support networking, information sharing, or coordination across volunteer-engaging organisations.
- How collaboration strengthens the local volunteering ecosystem in Knox.

*

Must be no more than 200 words.

Budget

Proposed allocation per annum

Council's proposed allocated budget for each funding category is available in the [Community Grants Guidelines](#)

Funding allocations are subject to Council's annual budgetary processes and final approval.

Applicants must request funding above \$15,001.00 with each stream able to award up to \$150,149.50. As funding commences January 2027 this will be pro-rated (6 months) for the 2026-2027 financial year.

Grant requests must be financially realistic, and full amounts may not be awarded. Final allocations will vary between streams and will be based on assessment outcomes.

The amount requested is for a 12-month period.

Proposed expenses to be funded by the grant

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

- Applicants are required to submit one application only prior to the commencement of funding.
- The budget should show how Council funding will be used over a 12-month period of service delivery.
- Council funding is intended to be provided over four financial years, ending on 30 June 2030, subject to annual Council budget processes and satisfactory performance and reporting.
- Approved funding is paid in six-monthly instalments
- Supporting evidence must provide a clear and detailed breakdown of all costs, including operational expenses (e.g. wages, rent, utilities, administration) and any non-operational or one-off 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. For any non-operational or one-off expenses, a formal quote or invoice must be provided.

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.

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.

Proposed Expenditure Item Amount

Supporting Evidence for Operational Costs

	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Eg Salaries / Wages / Program Expenses / Consumables		

Proposed Expenditure Total

Total Expenditure Amount

\$

This number/amount is calculated.

Auspice Organisation

Auspice Organisation details

Only complete this section if you will have an auspice organisation for the purpose of this funding.

Name

Contact Person

Title

First Name

Last Name

Postal address

Address

Suburb

State

Postcode

Email

Must be an email address

Phone

Must be an Australian phone number and between 10 and 14 characters

Website

Australian Business Number (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)

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DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

Must be an ABN

Is your auspice organisation a not-for-profit organisation?

Yes

Indicate your auspice organisation's legal status

- Incorporated
 Co-operative
 Company limited by guarantee
 Church
 Other:

Indicate your auspice organisation's governance structure

- Committee of Management Board of Management Other:

Declaration

* indicates a required field

Statements

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

I have read and agree to the above statements: *

Yes, I have read and agree

Authorised representative *

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

Must be a member of your organisation's Committee of Management or similar

Position *

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Email *

Phone *