

Instructions

Instructions

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

Please ensure you have read the LMCWGS Grant Details and Guidelines before you start [Leisure Minor Capital Works Grant Scheme | Knox](#).

It is mandatory and an eligibility criteria that you discuss your project with Rhonda Snijders - Leisure Contracts and Project Officer prior to submitting your application. Rhonda can be contacted on 9298 88883 or 0417 756 355 during business hours and via email Rhonda.Snijders@knox.vic.gov.au

If you would like some help using this form, visit SmartyGrants [Applicant FAQs](#).

If an error occurs, SmartyGrants staff are available and ready to help and can be contacted on (03) 9320 6888 during business hours or email service@smartygrants.com.au and quote your application number.

For queries about the guidelines, deadlines, supporting documents or questions in the form, please contact Rhonda Snijders 9298 8883 during business hours or via email Rhonda.Snijders@knox.vic.gov.au

Completing the 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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Form Preview

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}

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

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 without first contacting Rhonda Snijders on 9298 8883 or email Rhonda.Snijders@knox.vic.gov.au

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.

If you DO NOT receive a 'confirmation of receipt of application' email then your application has NOT been received by Council.

Attachments and support 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 do 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).

Assessment criteria

Please remember to refer to the Assessment Criteria through the application process; Applications are assessed on the following criteria: • the level of need and benefit to the Knox community; • the project outcomes align with Council's strategic priorities; • the project addresses a risk or safety need; • the degree to which the applicant can demonstrate financial need; and • the degree to which the applicant has provided the required project documentation and can demonstrate the ability to deliver the project.

Your Organisation

* indicates a required field

Applicant Details

Organisation Name *

Organisation Name

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Who should Council contact about this application? This person will be the Grant Manager. *

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

This person will be the main point of contact during the application, assessment and evaluation processes, and will receive any related correspondence.

What is the organisations postal address? *

Address

Start typing your address and you will be presented with a list of options to select from. If the organisation's address is a PO Box, start typing then select 'I can't find my address' in the dropdown box to allow manual entry.

Grant Manager Mobile Number *

Grant Manager Phone Number (03) 998

Format is (03) 1234 5678

Grant Manager Email *

Eligibility

* indicates a required field

The Leisure Minor Capital Works Grant Scheme Policy requires all organisations applying for a grant through the Scheme to meet eligibility criteria.

Please ensure that you contact Rhonda Snijders, Leisure Contracts and Projects Officer on 9298 8883 or 0417 756 355 to discuss your project prior to applying.

This process is intended to assist in your project planning process. Large or complex projects may require further discussion with Council Officers to clarify project requirements and locations.

Records are being maintained of all discussions, and applications not meeting this or any other eligibility criteria will not be considered. Further details of all eligibility criteria can be found in the [Scheme Guidelines](#).

Have you discussed this project with Council's Leisure Contracts and Projects Officer? *

☐ Yes ☐ No
You must have discussed the proposed project with Leisure Contracts and Projects Officer to be eligible for a grant. If you have not yet done this,

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please contact Rhonda Snijders on 9298 8883 to ensure you meet this eligibility criteria.

What type of occupancy agreement does your organisation have with Council for the facility at which your project will take place? *

☐ Seasonal Tenancy ☐ Annual Tenancy ☐ Lease ☐ Licence

You must have an occupancy agreement for land and/or buildings owned by Council to be eligible for a grant.

Are the proposed works in line with the standards for the facility as set out in Council's Sporting Reserve and Facility Development Guidelines? *

☐ Yes ☐ No ☐ No, but there is an exceptional circumstance ☐ Not applicable

If you use a Council facility for AFL, cricket, soccer, rugby, baseball, softball, tennis or netball, your project must be in line with the standards set out in the [Sporting Reserve and Facility Development Guidelines](#). Please click on the link to open the Guidelines. The improvements must not exceed the standards listed in the relevant tables in Appendices B and C. If you require further clarification of the maximum standard, please contact Rhonda Snijders on 9298 8883.

Please explain the exceptional circumstance. *

To be eligible for a grant, any valid exceptional circumstance must be explained here.

Please attach the annual financial statement for the organisation's most recent financial year. This must include a profit and loss statement and balance sheet. *

Attach a file:

A minimum of 1 file must be attached.

Please attach bank statements for the organisation, which cover the three months immediately preceding this application. *

Attach a file:

A minimum of 1 file and a maximum of 3 files may be attached.

Further information will be requested if three months of bank statements have not been provided.

Please attach a minimum of one quotation for the proposed works. *

Attach a file:

A minimum of 1 file must be attached.

The Project

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* indicates a required field

What is the title of your project? *

Will the works be managed by the Grant Manager whose contact details were provided previously? *

☐ Yes

☐ No

If someone other than the Grant Manager previously listed will oversee the capital works, tick no and include their contact details below.

Who should Council contact during the project works? *

Title

First Name

Last Name

This person will be the contact for the capital works undertaken as part of the project.

Project Manager Mobile Number *

Project Manager Phone Number

Project Manager Email *

At which Council facility will the works take place? *

Please list the reserve or building name, eg. Pickett Reserve, Carrington Park Leisure Centre.

What is the street address of the facility where the works will take place? *

Address

What works will be carried out as part of this project? *

Please restrict your answer to a description of the actual capital works that will be carried out, for example, 'we will replace the synthetic wicket on Oval 2' or 'we will construct a storage shed' (50 word limit). You will be able to explain why the work is needed later in the application.

Why do you need to do this project? *

Please explain the reason the organisation wants to carry out the works. It may be to solve a problem or limitation on the organisation or facility, or to improve facilities for current and future use, or another reason.

Financial Information

* indicates a required field

Financial Overview

You do not need to enter an answer to the following two questions. The amounts will be automatically calculated based upon the figures entered into the income and expenditure budget tables.

What is the total project cost?

\$

This number is automatically calculated based on your budget below.

How much funding are you applying to Council for?

\$

Must be a dollar amount

Budget

Please complete the income tables below, listing all the ways in which the project will be funded.

This should include:

- the grant requested from Council
- the cash contribution made by the club
- any in kind contribution made by the club
- any cash contribution made by another organisation such as a co-tenant or other funding body

If you are providing in kind support, you will need to attach a spreadsheet or other document (see question below) setting out how the in kind contribution has been calculated. You can use the [template spreadsheet](#) which includes the current labour rates to assist with your calculations. More information on the value of in kind contributions can be found in the grant Guidelines.

Income From Council Grant

Income from Council Grant

Please specify how much you are requesting from Council towards the project.

Council Grant Funding *

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Income From Your Organisation

Income from Your Organisation

Please specify the contribution that will be made by your organisation towards the project.

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The cash contribution should be the dollar value that the club will pay to contractors and other suppliers.

If your organisation is contributing in kind support towards the project, this needs to be included in both the income and expenditure tables to show the true cost of the project. In kind support should be calculated at a rate of \$45.10 per hour for general labour. The value of in kind support where a qualified tradesperson is providing a service should be calculated based on their ordinary rate for the work carried out. Please note that project management costs should not be included as part of any in kind support.

You can use our [template spreadsheet](#) which includes current labour rates, to assist with your calculations.

How much cash will the club contribute?

\$

Must be a dollar amount.

Please only include financial contributions. In kind contributions will be reflected separately.

How much in kind support will be provided for the project?

\$

Must be a dollar amount.

Income from Other Grants

Income from Other Organisations

If your organisation will be receiving funding for this project from another group, such as a State/Federal Government Grant, or a co-tenant, please specify the name of the group and the amount of the contribution.

You will need to provide a letter from the organisation confirming the contribution amount. This can be attached below.

Income from other Sources

\$

Must be a dollar amount.

Must be a dollar amount

Please provide a detailed expenditure budget using the table below, listing all the costs that will be incurred by the organisation as part of this project.

Examples of expenditure that should be considered are contractor fees, purchase of materials, installation costs, permit fees and soil tests.

The cost of services that are being provided on an in kind basis must be included in the expenditure budget.

Expenditure

\$

	\$
	\$
	\$
	\$
	\$

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	\$
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Total Income \$ This number is automatically calculated based on your budget above.	Total Expenditure Amount \$ This number is automatically calculated based on your budget above.	Income - Expenditure \$ This figure is automatically calculated. If it does not equal zero, please check you have entered your figures correctly.
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Please attach a document showing your calculations for any in-kind support that your organisation will be providing towards the total project cost. Attach a file:

Please attach confirmation of any contributions towards the project from other organisations or funding bodies. Attach a file:

Is your organisation registered for GST? ☐ Yes ☐ No

Does your organisation have an ABN? ☐ Yes ☐ No

Applicant ABN *

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

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

Financial Need and Ability to Deliver

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* indicates a required field

Planning

Please provide detailed plans and designs for the project. *

Attach a file:

If you require an aerial photo or floor plan to assist you with this question, please contact Rhonda Snijders on 9298 8883.

Please provide a schedule setting out the anticipated timeline for the works and the responsible party. *

Attach a file:

You can use our [template schedule](#) to assist in answering this question.

What, if any, alternatives were considered to address the need for this project? *

If there were no other options available, please note this in the box above and include the reason that there were no other options.

Financial Need

If this application is not successful, what impact would this have on your ability to deliver the project? *

Does your organisation currently have enough money to fund its share of the cost? *

☐ Yes

☐ No

If your organisation does not currently have enough money to fund its share of the cost, how will you raise the money? *

Has your organisation received funding from Council in the previous three years? *

☐ Yes

☐ No

What funding did your organisation receive in 2021/22, 2022/23 and/or 2023/24? Please specify the type of funding (ie. LMCWGS, Community Development Fund), the facility, and the amount received.

\$

a dollar amount

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	\$
	\$
	\$
	\$

Strategic Links

* indicates a required field

Does your organisation have a strategic plan? * ☐ Yes ☐ No

Please attach a copy of your strategic plan. *

Attach a file:

A minimum of 1 file must be attached.

How does this project help you to achieve the aims in this strategic plan? *

Does your organisation have a Gender Equity Self Assessment and Action Plan? Submitting a plan will strengthen your application.

☐ Yes ☐ No

Knox City Council supports gender equity in sport. To find out more and to download the Gender Equity Self Assessment form and Action Plan click [here](#)

Please attach a copy of your Gender Equity and Action Plan.

Attach a file:

How does this project help you to achieve the aims in your Gender Equity Action Plan?

Does this project support any other strategies or plans?

Other strategies may include those developed by Council, State Sporting Associations, Leagues or your Club

Relevance to Knox Community Plan and Council Plan 2021-2025

Please select the relevant [Knox Community and Council Plan](#) values that your project aligns with.

Opportunity & Innovation

Strategy 1.1 - Maximise the local economy by supporting businesses and attracting new investment.

Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

Strategy 1.3 - Support organisations in Knox to navigate recovery and new ways of working.

Neighborhoods, Housing and Infrastructure

Strategy 2.1 - Plan for and support diverse housing to meet changing community needs.

Strategy 2.2 - Create, enhance and maintain places and spaces for people to live, work, play and connect.

Strategy 2.3 - Provide, maintain and advocate accessible and sustainable ways to move around Knox.

Natural Environment & Sustainability

Strategy 3.1 - Preserve our biodiversity and waterways, and enhance our urban landscape.

Strategy 3.2 - Prepare for, mitigate and adapt to the effects of climate change.

Strategy 3.3 - Lead by example and encourage our community to reduce waste.

Connection, Resilience and Wellbeing

Strategy 4.1 - Support our community to improve their physical, mental and social health and wellbeing.

Strategy 4.2 - Foster inclusivity, equality, belonging and safety within the community.

Strategy 4.3 - Honour and integrate First Nations Culture into actions and environments.

Strategy 4.4 - Support the community to identify and lead community strengthening initiatives.

Civic Engagement and integrity.

Strategy 5.1 - Provide Opportunities for all people in Knox to have their say.

Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

Select the relevant Council Plan strategies that apply to your project

<input type="checkbox"/> Strategy 1.1	<input type="checkbox"/> Strategy 1.2	<input type="checkbox"/> Strategy 1.3	<input type="checkbox"/> Strategy 2.1	<input type="checkbox"/> Strategy 2.2	<input type="checkbox"/> Strategy 2.3	<input type="checkbox"/> Strategy 3.1	<input type="checkbox"/> Strategy 3.2	<input type="checkbox"/> Strategy 3.3	<input type="checkbox"/> Strategy 4.1	<input type="checkbox"/> Strategy 4.2	<input type="checkbox"/> Strategy 4.3	<input type="checkbox"/> Strategy 4.4	<input type="checkbox"/> Strategy 5.1	<input type="checkbox"/> Strategy 5.2	<input type="checkbox"/> Strategy 5.3
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Explain how this project aligns with the selected Council strategies.

Word count:

Will this project directly help to sustain or increase the number of volunteers that support your organisation?

Word count:

Child Safety

Knox City Council has a zero tolerance for child abuse. Organisations that provide services or facilities for children are required by law to comply with the Victorian Child Safe Standards to safeguard children.

Obligations are detailed on the Commission for Children and Young People (CCYP) website [CCYP | Child Safe Standards](#)

Organisations providing services, facilities or activities to children under 18 must:

- 1.Ensure a representative from your organisation has completed relevant Child Safe Training, and
- 2.the organisation has submitted the Annual Child Safe Tenancy Compliance report to Council.

With Child Safety in mind how does your project assist with providing a safe and supportive environment at your facility for children, young people and families?

Child Safety Considerations

- ☐ Will your project provide a safe and supportive environment for children, young people and families?
- ☐ Will your project promote improved health and wellbeing through the use of our facilities
- ☐ Will your project provide a safe, healthy and engaging environment for volunteers?
- ☐ Will this project cause any barriers for children and young people to access the facility?

How will the project assist to provide a safe and supportive environment?

Please provide details below

How will the project promote health and wellbeing?

Please provide details below

How will your project improve the volunteers environment?

Please provide details below

What are the barriers?

Please provide details below

Community Benefit and Need

** indicates a required field*

Please list all the different groups that use the facility where the works will take place. *

How many people use the facility? *

Please include all users from your organisation, co-tenants and casual users. It would be helpful to breakdown how many users are in each group, where this information is available.

Does this project directly help to sustain or increase overall participation? If so, how? *

Does your project directly help to sustain or increase participation by any of the following group? *

- ☐ Females
- ☐ Juniors
- ☐ People with a disability
- ☐ Indigenous people
- ☐ Older adults
- ☐ None of the above

Please carefully consider the impact your project will have on participation by members of these groups, and only tick the boxes where the project

will directly assist in sustaining or increasing participation.

Please explain how the project will directly help to sustain or increase participation by the groups you have indicated in the question above. *

Risk

* indicates a required field

Will the project address a particular health and/or safety issue? *

Please explain any health and/or safety issues and how the project will reduce the risk they pose.

Are there any other risks to the organisation and/or Council is this project is not carried out? *

☐ Yes

☐ No

What are the other risks to the organisation and/or Council? *

Other risks may include operational, reputational, financial, or regulatory issues.

Other Information

Is there any other information you would like to provide in support of your application?

Please upload any additional documents in support of your application.

Attach a file:

Declaration

* indicates a required field

Conflict of Interest

Any conflict of interest needs to be declared.

Do you or a family member have a relationship with a Council staff member or Councillor, are a member of staff, a contractor or consultant for Council? *

- ☐ Yes
☐ No

This question is In accordance with Local Government Act 2020 Section 127 & Section 128. http://classic.austlii.edu.au/au/legis/vic/consol_act/lga2020182/s127.html

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Conflict of Interest information

Please provide further information *

Declaration

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

Name *

- ☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

Position *

Declaration Date *

Must be a date.