

City of Whittlesea Community Grants guidelines 2026–2027



City of
Whittlesea

Whittlesea
2040
A place for all



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Acknowledgement

We recognise the rich Aboriginal heritage of this country and acknowledge the Wurundjeri Willum Clan and Taungurung People as the Traditional Owners of lands within the City of Whittlesea.

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City of Whittlesea Community Grants Program

The City of Whittlesea provides grant opportunities to support individuals, community groups, and businesses in achieving our community vision
Whittlesea 2040: A place for all.

Grants offered through this program align with our five key goals.

- Connected community
- Liveable neighbourhoods
- Strong local economy
- Sustainable environment
- High-performing organisation.



Key features of the program

Flexible access: Grants are available throughout the year, with funding rounds conducted monthly or twice monthly, depending on the grant type.

Inclusive eligibility: Funding opportunities available to individuals, incorporated and unincorporated groups, not-for-profit groups, social enterprises and businesses.

Emergency support: Grants available for incorporated organisations and businesses requiring immediate assistance.

Community impact focus: Supports programs and events aligned with our Community Action Plan.

Fair and transparent process: A centralised assessment approach ensures funding is distributed equitably across a broad range of applicants.

Governance and decision-making

The Community Grants Program is funded annually through Council's formal budget process, ensuring a structured and accountable allocation of resources. To ensure transparency, details of successful applicants are required to be published on Council's website including grant type, name or organisation name of recipient, project title and approved grant amount.

Decisions are made in line with the Council Grants Policy found at [whittlesea.vic.gov.au/About-us/Council/Plans-strategies-and-policies/Grants-Policy](https://www.whittlesea.vic.gov.au/About-us/Council/Plans-strategies-and-policies/Grants-Policy)

Ongoing commitments

Council will continue to honour existing agreements and partnerships with organisations delivering essential community services through Annual Grants, including:

- community-based emergency services, such as CFA brigades
- Neighbourhood Houses
- registered Seniors Clubs.

These ongoing commitments ensure continuity of vital services that support the wellbeing, safety, and connectedness of our community.

Who is eligible to apply?

The City of Whittlesea provides grant opportunities to a broad range of applicants, including:

- individuals
- unincorporated groups
- not-for-profit organisations
- incorporated associations
- social enterprises
- businesses.

To be eligible, all applicants must meet the following mandatory requirements:

- ✓ be located in the City of Whittlesea, or deliver a project, activity, or event within the municipality
- ✓ have no outstanding debts to Council
- ✓ have successfully acquitted all previous Council-funded grants and projects
- ✓ demonstrate alignment with our community vision - Whittlesea 2040: A place for all
- ✓ comply with all relevant Federal and Victorian legislation and Council policies (for example: Child Safe Standards, Gender Equality, Fair Access Policy), with supporting evidence provided as part of the application.

Conflict of interest

If a City of Whittlesea staff member volunteers with an organisation applying for a grant, they must declare a conflict of interest and are excluded from the grant assessment process.

Additional requirements

Specific eligibility criteria may apply depending on the type of grant.

Further details are outlined in the relevant sections for each grant category.

Eligible applicants

Grant type	Individuals	Unincorporated groups	Not-for-profits	Incorporated groups	Social enterprise	Business
Unincorporated groups	✗	✓	✗	✗	✗	✗
Individual	✓	✓	✗	✗	✗	✗
Small	✗	✗	✓	✓	✓	✓
Medium	✗	✗	✓	✓	✓	✓
Large	✗	✗	✓	✓	✓	✓
Emergency grant	✗	✗	✓	✓	✓	✓

Who is not eligible to apply?

The following individuals, groups, and organisations are not eligible to apply for funding under the City of Whittlesea Community Grants Program:

- ✗ Councillors and members of their household, immediate family or close associates or friends
- ✗ businesses that are owned or operated by Council staff, or Councillors
- ✗ all Trusts, unless it is either a charitable trust registered with the Australian Charities and Not-for-profits Commission (ACNC) or an Incorporated trust
- ✗ political organisations or groups
- ✗ organisations, groups, projects, or events that hold or promote discriminatory views against any individual or group based on Protected Characteristics under the *Victorian Equal Opportunity Act 2010*, including (but not limited to):
 - age
 - disability
 - race (including colour, national or ethnic origin, or immigrant status)
 - sex, pregnancy, marital or relationship status, family responsibilities, or breastfeeding
 - sexual orientation, gender identity, or intersex status
 - religious beliefs.
- ✗ organisations with an existing Service Agreement with Council, unless they are acting as an auspice organisation on behalf of an unincorporated group.



Auspices

An auspice organisation is an incorporated organisation that can receive, manage and administer grant funds on behalf of an applicant group that is not incorporated.

The auspice organisation will:

- sign the Conditions of Grant agreement
- take responsibility for the management and expenditure of funds
- ensure the project or event is delivered successfully
- accept legal and financial accountability for the grant
- complete all required reporting and acquittal obligations.

Auspice requirements

Applicants with an auspice organisation must provide a letter of support from the auspice, which includes:

- date (issued within the last 12 months)
- auspice organisation name and ABN
- applicant name
- grant type
- project or event name
- grant amount being applied for
- signature of the authorised delegate of the auspice organisation, including their contact details.

Eligibility of auspice organisations

The auspice organisation must:

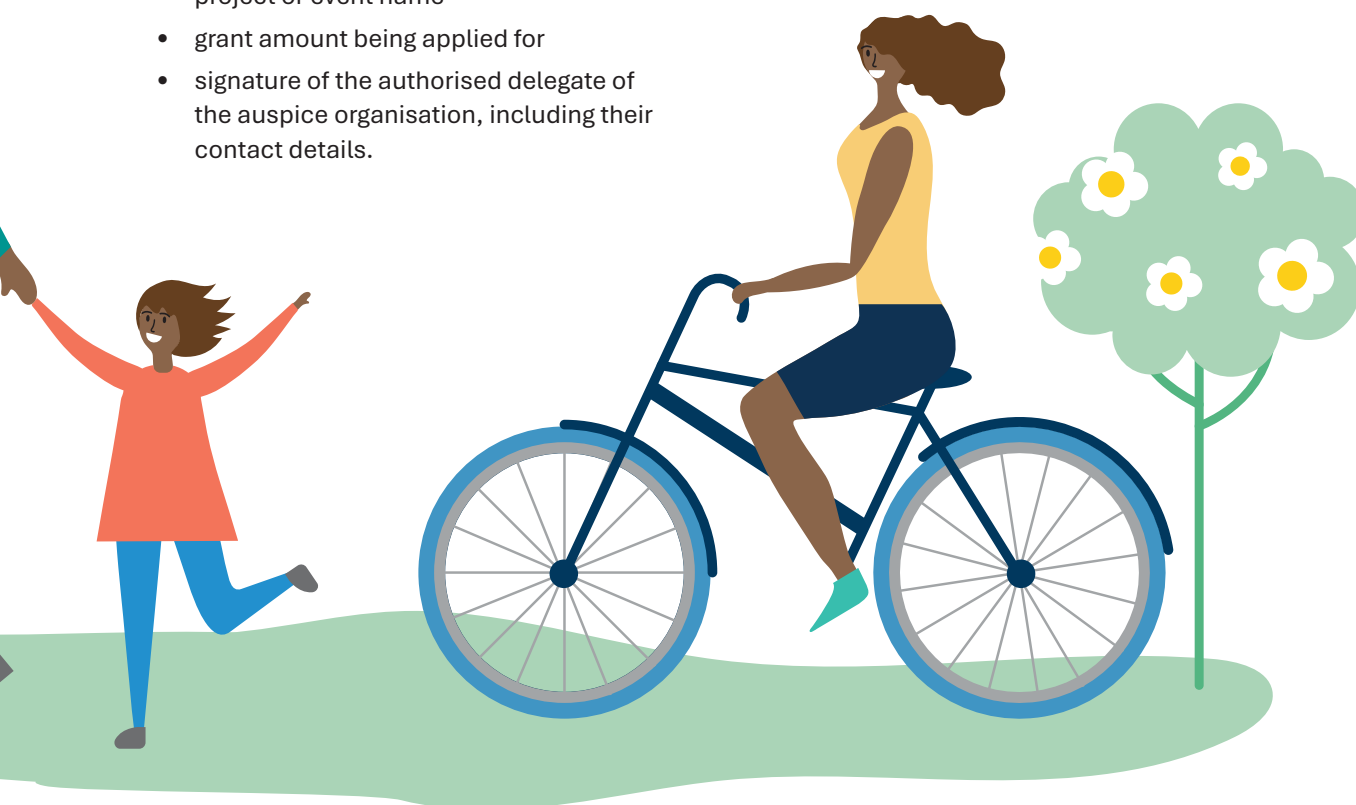
- meet all eligibility criteria for the grant program
- comply with all relevant legislation and Council policies.

Co-contribution requirements:

- businesses acting as an auspice must provide dollar-for-dollar matched funding.
- not-for-profit and incorporated associations acting as an auspice are not required to meet co-contribution requirements.

Auspice limit:

- an auspice organisation may support a maximum of two applicants per year.



Grant categories

There are six grant categories available under the Community Grants.



Individual grants - \$1,500

To support artists, sportspeople, environmental champions and emerging leaders to develop their skills, increase participation and contribute to the community.



Unincorporated group grants - \$1,500

This grant supports newly established groups that are not yet incorporated, by assisting with set-up and operational costs, including insurance, governance, and establishment activities.



Emergency grants - \$2,000

This grant helps applicants respond quickly to unforeseen circumstances, minimising disruption and enabling continued service delivery.



Small (\$5,000), medium (\$20,000) and large (\$40,000) grants

These grants differ in maximum amount only and is to support eligible applicants to deliver projects, events and initiatives that provide broad community benefit.





Individual grants

This grant stream may support activities such as:

- securing studio space or creative development opportunities
- representing a sport at state or national level
- undertaking projects to improve the local environment
- completing training or accreditation to strengthen community leadership.

Eligibility	• Applications must be submitted at least two months prior to the activity start date to allow for assessment and processing. • <i>Example: For an activity in October, applications must be submitted by the close of the August round.</i> • Only one successful application per individual per financial year. • Parents or guardians must apply on behalf of individuals under 18 years of age.
Eligible categories	Arts and culture • Creative performers and artists. Community leadership • Participation in leadership development opportunities that support the community. Sports and recreation • Individuals representing at state or national level, or • Activities that increase participation in local sporting clubs within the City of Whittlesea, particularly for people facing barriers (for example, for people with disability or experiencing financial hardship). Sustainable environment initiatives • Open to all individuals undertaking environmental projects.
Grant amount	Up to \$1,500 per applicant.
When are grants available	Applications open on the first day of each month and close on the last day of each month. Applicants will be notified approximately six weeks after the closing date.
What will be funded	Grants may be used for: • Creative project costs specific to the application • Registration fees • Course fees delivered by a Registered Training Organisation (RTO) • Travel and accommodation (up to \$500 combined) • Clothing or uniforms (up to \$250 combined) • Materials and equipment (up to \$500 combined).

What won't be funded	• Computer equipment. • School, TAFE, or university fees. • Local travel costs (for example, petrol). • Retrospective funding (projects that have already commenced or been completed).
Supporting documents	Providing complete and relevant supporting documentation is essential to strengthening your application. Priority may be given to applications that include all required documentation. Council reserves the right to contact third parties to verify information provided in your application. Arts and culture Applicants must provide: • an artist CV and/or a statement of artistic or creative experience • evidence of the opportunity relevant to your artistic or cultural practice. Community leadership Applicants must provide: • evidence demonstrating a history of volunteering, participation, or leadership within the community or a community group • information outlining the leadership development opportunity and how it will benefit the community • details of courses (where applicable), which must be delivered by a Registered Training Organisation (RTO). Sports and recreation competitions Applicants must provide: • evidence of financial hardship (e.g. Healthcare card, disability support payment), where applicable • evidence of selection or invitation to the event or competition • <i>If selection is pending, applications may still be submitted and assessed. However, funding will only be released once confirmation is provided.</i> • evidence of registration or pending membership with a local sporting club • a detailed list of participation costs. Sustainable environment initiatives Applicants must provide: • a project plan outlining the proposed initiative (<i>a template is available within the application form</i>) • clearly defined objectives of the project • the expected outcomes and impact of the initiative • a detailed budget or list of costs.

Assessment criteria

Applications for individual grants will be assessed against the following criteria.

1. Explanation of opportunity (50%)

- How the grant will support the applicant's development, participation, or goals.
- The benefits to the wider community, where applicable.

2. Evidence of financial need (40%)

- Whether evidence of financial need has been provided:
 - *examples include a Healthcare card, disability support pension, or similar documentation.*

3. Budget (10%)

- Whether the budget aligns with the proposed activity and funding request.
- Inclusion of quotes for budget items valued at \$500 or more.



Unincorporated group grants

Groups that are not yet incorporated, are encouraged to apply for this grant that includes set-up and operational costs, insurance, governance, and establishment activities.

Eligibility	To be eligible, groups must: • have been meeting regularly for at least six months at the time of application • have a minimum of six members • ensure at least 50% of members reside in the City of Whittlesea • be established within the City of Whittlesea • have a Rules of Association, Statement of Purpose, or Mission Statement. <i>Please note: Unincorporated groups may only apply once for this grant.</i>
Grant amount	Up to \$1,500
When are grants available	Applications open on the first day of each month and close on the last day of each month. Applicants will be notified approximately six weeks after the closing date.
Eligible items	Grants may be used for: • public liability insurance • materials and equipment to support group establishment • promotion and member recruitment • venue hire for regular meetings • facilitators or consultants to support the development of strategic plans or governance systems • costs related to establishing a social or business enterprise.
What won't be funded	• Groups of a political nature. • Groups that are already incorporated. • Venue hire in locations that promote gambling or serve alcohol. • State Government fees and charges (e.g. Consumer Affairs Victoria incorporation fees).
Supporting documents	Applicants must provide: • quotes for proposed expenses • a list of members, including their residential suburbs • a Rules of Association, Statement of Purpose, or Mission Statement • a business plan (if establishing a social or business enterprise) • supporting evidence for the proposed project or business plan, such as meeting minutes confirming the group's intention to establish a social/business enterprise.

Assessment criteria

Applications for unincorporated group grants will be assessed against the following criteria.

1. Community group benefit (40%)

- How the group will benefit residents of the City of Whittlesea.
- Whether the group addresses a clearly identified community need.

2. Creating social cohesion (40%)

- How the group will increase connection and inclusion among members.
- The extent to which the group fosters a sense of belonging and community participation.

3. Budget (20%)

- Whether the budget aligns with the purpose of establishing the group.
- If the requested items clearly support the group's pathway to incorporation.
- Evidence that the group intends to seek incorporation within the next 12 months.



Emergency grant

Emergency grants are designed to support organisations and businesses facing unexpected events that threaten their ability to continue operations or deliver scheduled activities.

Examples may include:

- replacing equipment damaged by theft prior to an event
- addressing building or facility damage (e.g. flooding) to resume operations
- purchasing urgent materials or equipment to maintain activities.

Eligibility	• Not-for-profit community groups • Incorporated organisations • Social enterprises • Businesses
Grant amount	Up to \$2,000.
When are grants available	Applications are assessed as they are received to enable a timely response.
Eligible items	Grants may be used for: • reduce the financial impact of emergency or unforeseen events • enable applicants to continue operations or rapidly return to normal activities.
What won't be funded	• Activities or initiatives already delivered by the State or Federal Governments or other key organisations. • Insurance excess payments for insured events.
Supporting documents	Applicants must provide: • quotes for requested items or services • evidence of current financial status (e.g. bank statements, financial reports, proof of loss) • any additional documentation supporting the emergency and proposed response.

Assessment criteria

Applications will be assessed against the following criteria.

1. Community impact (30%)

- The extent to which the organisation's services or activities support the local community.
- The potential impact if these services are disrupted.

2. Financial hardship or risk (30%)

- The level of financial strain or risk caused by the emergency.
- Evidence demonstrating the applicant's financial position and need for support.

3. Impact on normal operations (30%)

- Clear evidence of the emergency event.
- The extent to which it has disrupted normal operations.

4. Budget (10%)

- How well the requested budget items address the emergency.
- Whether the proposed expenses will help the applicant continue or resume operations effectively.



Small, medium and large grants

Applicants are encouraged to develop initiatives aligned with our community vision, *Whittlesea 2040: A place for all*, and must demonstrate alignment with one or more of the following goals.

- Connected community
- Liveable neighbourhoods
- Strong local economy
- Sustainable environment
- High performing organisation

In your application, you will be required to select at least one 2040 Goal and how you would meet the targeted outcome to deliver initiatives that drive better community outcomes.

Further information regarding Council's 2040 Goals visit

[🔗 whittlesea.vic.gov.au/About-us/Council/Publications/Whittlesea-2040-A-place-for-all](https://whittlesea.vic.gov.au/About-us/Council/Publications/Whittlesea-2040-A-place-for-all)

Grant categories	1. Projects Funding for new initiatives that deliver outcomes aligned with the Whittlesea 2040 goals. 2. Events and festivals Supports delivery of events or festivals that celebrate the City of Whittlesea's diverse community. We encourage events to avoid unnecessary waste generation and practice responsible disposal of unavoidable waste. Applications for events must meet all festival and event requirements before grant payment can occur. This includes either submitting the required permit or providing written confirmation that a permit is not required, or that provisional approval has been granted. 3. Building projects or capital works of non-Council owned buildings or properties Supports improvements to facilities and or properties owned by community groups and organisations in the City of Whittlesea, including: • permanent fixtures • building extensions • capital upgrades (e.g. heating/cooling systems, shade sails, solar panels, accessibility improvements, safety rails, portable buildings). Required permits will need to be provided or written confirmation that a permit is not needed, before the grant can be paid. <i>Please note: Funding is not available for maintenance works</i>
Grant amount	Small – up to \$5,000. Medium – up to \$20,000. Large – up to \$40,000.

Eligibility	Applicants must be one of the following: • a registered not-for-profit organisation (as classified by the ATO) • an incorporated group (with a valid incorporation number) • a social enterprise or business • a school, university, or educational institution. In addition, all applicants must: • hold a valid Australian Business Number (ABN) • maintain public and professional liability insurance (minimum cover of \$20 million) • provide all required supporting documentation, including quotes for items valued at \$500 or more and three quotes for budget items \$1500 or more • ensure the project or event does not start during the grant notification period (applications with start dates during this time will not be considered). Due to limited funding availability priority will be given to organisations and incorporated groups that are based in and deliver services exclusively within the City of Whittlesea.
Co-contribution requirements	Co-contributions are mandatory for all small, medium, and large grants and vary by applicant type: Not-for-profit organisations, incorporated groups and charities • Organisations with an annual turnover of \$300,000 or more must provide dollar-for-dollar matching contributions. Acceptable contributions include: • cash contributions • external grant funding • in-kind support (e.g. venue hire, donated goods or services) • volunteer hours. Businesses and social enterprises • Must provide dollar-for-dollar matched funding. • This applies when applying directly or acting as an auspice organisation. Schools, universities and educational institutions Must match funding dollar-for-dollar through: • cash contributions • staff time • external grant funding. <i>Please note, applicants without financial statements must meet co-contribution requirements based on their entity type, as outlined above.</i>



What can be funded

The items listed below are examples of what can be funded.

1. Venue hire

- For non-Council facilities and venues only.
- Up to a maximum of \$2,000.

2. External facilitator or presenter fees.

- These cannot be gifts but be a fee for service.

3. Portable equipment

- Equipment must be non-fixed and non-permanent.
- Funding is limited to 50% of the purchased equipment cost, up to a maximum of \$5,000 (whichever is lower).
- Portable equipment for hire may be fully funded.

Examples:

- for a \$20,000 grant, portable equipment funding is capped at \$5,000
- if portable equipment costs \$1,500, funding will cover 50% (\$750.)

4. Entertainment hire

5. Project materials

6. Advertising and printing

7. Artist and creative fees

8. Pilot new projects or new services

9. Building projects or capital works of non-Council owned buildings or properties

- Permanent fixtures.
- Building extensions.
- Capital improvements (e.g. heating/cooling systems, shade sails, solar panels, accessibility upgrades, portable buildings).

Sustainability considerations

Applicants are encouraged to:

- minimise waste generation
- practice responsible disposal of unavoidable waste
- incorporate sustainable practices into funded activities.

**** Due to the limited pool of funding, priority will be given to organisations or incorporated groups exclusively operating and delivering services in the City of Whittlesea****



**What won't
be funded**

The following activities, projects, and costs are not eligible for funding under the small, medium and large grants program:

1. Day-to-day operational expenses

Includes costs associated with normal business operations, such as:

- salaries and wages (including regular staffing costs to deliver the proposed program or event)
- insurance
- utilities (e.g. electricity)
- rent or lease payments
- ongoing service delivery within the organisation's core business.

2. Regular or ongoing activities

- Activities that occur routinely and do not represent a new initiative
for example: Catering for regular group meetings.

3. Building projects, capital works or maintenance on Council-owned buildings or properties

4. Gambling and alcohol-related venues

- Events or projects held in venues that have both an electronic gaming machine licence, and a liquor licence.

5. More than two approved applications per applicant, per year

- Organisations may only receive funding for a maximum of two approved applications per year.
- Applicants may submit multiple applications but will only be funded for up to two per year.

6. Auspice organisations supporting more than two other applications per year

7. Political activities

- Projects, events, or initiatives associated with political parties or activities.

8. Projects or events that have already been completed will not be funded retrospectively

9. Projects or activities that are the responsibility of State or Federal Government

- Applicants can include State or Federal government funding as co-contribution for their application but should report their own contributions and must not apply for activities that are funded by the State or Federal government, or if a school, university or tertiary institution, not apply for what would be part of the normal curriculum.

10. Non-essential catering

- Catering that is not integral to the activity or event
for example: catering for routine meetings.

11. Fireworks and open burning of materials

12. Travel and accommodation costs

13. Prizes, gifts and donations, including:

- vouchers
- trophies
- scholarships
- donations or contributions to other grant programs or individuals
- payment to guests as gifts.

14. Activities, events or projects that do not comply with Federal, State or Local Government legislation

15. Activities that replicate an existing Council program

16. Events, projects, or activities that are not open to the public

If ticketed:

- events must be accessible to all
- ticket prices must be reasonable and proportionate to the offering (e.g. low-cost such as a gold coin donation or inclusive pricing where the attendee is guaranteed something proportionate to the ticket price paid).

Required supporting documents	Quotes All quotes submitted must include the following details: • ABN of the organisation or business providing the quote • an itemised breakdown of goods or services, including individual costs. For online quotes, applicants must provide: • a screenshot showing all the items or services • the website address (URL) visible in the screenshot • the business name. For items valued at \$1,500 or more: • a minimum of three quotes must be provided • quotes must demonstrate comparison of market rates. Applications for events must meet all permit requirements where applicable, before payment occurs. For example: • Traffic Management Plan • health and safety requirements • risk management consideration
Optional supporting documents	Letters of support Any letters of support must: • be provided on official letterhead or as an email from the supporting organisation/group • clearly acknowledge support for the: a. applicant/group name b. grant type c. project or event title • outline the reason for support, including why the project or event is important • be signed by an authorised representative and include: • their name • position • contact details.



When are grants available

Small grants

- Monthly
- Applications open on the first day of each month and close on the last day of each month.
- Applicants will be notified approximately six weeks after the closing date.

Medium and large grants

- Every two months
- Applications open on the first day of every second month and close on the last day of the following month.

Applications open	Applications close	Notification date
1 July	31 August	12 October
1 September	31 October	12 December
1 November	31 December	11 February
1 January	28 February	11 April
1 March	30 April	11 June

- Applicants will be notified of the outcome of their application approximately six weeks after the closing date.

Applications to fund events must be submitted at least six months prior to the event date.

Assessment criteria

Applications will be assessed against the following criteria. Further information on the assessment criteria can be found in the appendix.

1. Whittlesea 2040 goals – 30%

Applications must align with at least one Whittlesea 2040 goal to ensure that all our partnerships align to our long-term vision.

2. Budget – 30%

The budget should clearly outline how grant funding will support the delivery of the proposed initiative with evidence of the planning by providing:

- eligible quotes
- detailed project costs
- in-kind contributions (e.g. staff time, resources)
- volunteer hours and associated costs.

3. Target audience and location – 20%

- Priority is given to initiatives that support population groups within the City of Whittlesea who experience higher levels of disadvantage or discrimination.
- Consideration is also given to the geographic location of the project, particularly areas with lower socio-economic indicators.

4. Creativity and innovation – 10%

In line with Council's Creative Plan, applications are encouraged to demonstrate creativity and innovation.

This may include:

- supporting artists or creative industries
- enabling creative use of spaces
- showcasing diverse creative voices and experiences.

5. Long-term sustainability – 5%

Applications should outline how the project, event or outcomes will continue beyond the funding period. This may include ongoing community impact, partnerships or future funding strategies.

6. Not previously funded – 5%

To support equitable access to funding, priority may be given to new or emerging groups. Consideration will be given to whether, and how recently, the applicant has previously received grant funding.

Mandatory conditions for all grants

To ensure fair and equitable consideration of all applications, the following mandatory conditions apply to all grant types:

1. Declaration of Conflict of Interest

To ensure fairness and transparency, a declaration of a Conflict of Interest must be completed where the applicant is affiliated with Council in any of the following roles:

- Councillor
- Council staff
- Council volunteer
- member of a Council committee or working group
- contractor or consultant.

2. Acknowledgement of Council support

All grant recipients must acknowledge Council's support. Specific acknowledgement requirements will be outlined in the Conditions of Grant provided upon approval and offer of funding.

3. Grant acquittal

A grant acquittal is the final stage of the grant process. Once the funded project or event is completed, recipients must submit an acquittal report detailing how the grant was used and the outcomes achieved.

The acquittal process helps to:

- capture and showcase initiatives delivered across the City of Whittlesea
- ensure grant funds are used for their intended purpose
- demonstrate the impact of projects through stories, photos, videos, and other media (e.g. links to websites or social media platforms)
- confirm how you used the grant money by providing receipts and returning any unspent funds.

4. Consent

As part of the eligibility check and assessment process, applicants must provide consent for Council to contact third parties referenced in their application in order to verify information, where required.

Contact will be limited to verifying details on the application.



How to apply

All grant applications must be submitted online via Smarty Grants.

You will need an email address to sign up to Smarty Grants and apply. Your Smarty Grants account associated with this email will be used for all communication regarding your application, including updates, grant conditions, variations, and acquittals.

Completing the application form

- Each page of the form includes a Form Navigation panel, allowing you to jump directly to any page of the form.
- Use the 'Next page' and 'Previous page' buttons at the top or bottom of each page to move through the application.

Saving your draft application

- If you would like to save your application and return to it later, click 'Save and Close' and log out.
- When you log back in, select 'My Submissions' to reopen your draft application.
- You can download your application (draft or submitted) at any time as a PDF by clicking the 'Download PDF' button on the final page.

Attachments and supporting documents

- You may be required to upload supporting documents as part of your application.
- Ensure files are saved on your device before uploading.
- Maximum file size is 25MB per file, though it is recommended to keep files under 5MB to reduce upload time.
- Allow each file to finish uploading before attaching another.

Completing an application as a group or team

- Multiple people can contribute to an application using the same login details.
- Only one person can work on the application at a time.
- Remember to save regularly to avoid losing progress.

Submitting your application

- Click 'Review and Submit' in the Navigation panel to check your application before you submit it.
- Once ready, click 'Submit' at the top or bottom of the screen.
- You will not be able to submit your application unless all required questions are completed and there are no validation errors.
- Once you have submitted your application, you will not be able to edit it or upload additional documents.
- A confirmation email, including a copy of your application, will be sent to your email address.

Confirmation of submission

- You should receive a confirmation email once your application is successfully submitted.
- If you do not receive this email, check your spam or junk folder.
- If it is still missing, log in to SmartyGrants and confirm your application status, as it may not have been submitted.

Need some help?



community.grants@whittlesea.vic.gov.au



9217 2170

Grants application process

To ensure all applications are assessed fairly and consistently, the following outlines what happens after you submit your grant application:

- ✓ all eligible applications are reviewed against the relevant assessment criteria
- ✓ all applications are reviewed and decisions made by the Grant Management Steering Committee
- ✓ applicants are notified of the outcome of their application (approximately six weeks after the grant round closes)
- ✓ applicants accept the conditions of grant
- ✓ grant payments made
- ✓ project, event or initiative delivered
- ✓ applicant completes acquittal (a report on how the funds were used).



Appendix

Assessment criteria explained

Applications for small, medium and large grants are assessed through a competitive process against the following weighted criteria.

Whittlesea 2040 Goals – 30%

Whittlesea 2040: A place for all is the City of Whittlesea's long-term vision, guiding everything we do, from daily operations to future partnerships with the community and others.

There are five key goals that underpin this vision, and we ask our community to partner with us on this journey by aligning their funded activity to these goals.

Applicants must:

- select at least one relevant outcome
- clearly describe how their activity will contribute to achieving the selected outcome(s).

How this is assessed:

- responses are scored as an average across all selected outcomes
- strong applications clearly identify the need and explain how the project will address it.

Budget – 30%

The budget demonstrates how funding will be used to deliver the project or event and achieve its goals. It includes details on costs for equipment, supplies, personnel and other necessary expenses related to the project or event that is outlined in the application.

A good budget will:

- clearly list all budget items and how they relate to the project and relevant Whittlesea 2040 goals
- include quotes (a higher score will be given to quotes from local suppliers within the City of Whittlesea)
- provide realistic and accurate cost estimates
- comply with funding guidelines
- provide details of other funding sources, contributions, or in-kind support.

Quote requirements

- Items \$500 and above must include a quote.
- Quotes must include:
 - ABN details of supplier
 - itemised breakdown of what is included in the quote
 - business name and website (for online quotes).
- Items \$1,500 and above require a minimum of three quotes (except for artists and entertainers).
- Only one quote is required for artists and entertainers for \$500 and above.

Target audience and location – 20%

To support equity and inclusion, and in particular for population groups within the City of Whittlesea who experience higher levels of disadvantage or discrimination, this assessment criteria will include weighting across target population groups and locations, including:

- First Peoples communities
- Children and young people
- Culturally and linguistically diverse communities
- Gender-based groups
- LGBTIQ+ communities
- People living with a disability and carers
- Place-based groups (for example, new or emerging groups in an area)
- Seniors
- Veterans

How this is assessed:

- scoring is based on both target group and location
- higher scores are awarded where:
 - the target group is identified, and
 - the activity is based within the City of Whittlesea, particularly in areas of lower socio-economic advantage.

Creativity and innovation – 10%

In line with Council's Creative Plan, applications must demonstrate how the project or event enables creativity through:

Spaces	Use of Council venues or community spaces for arts and culture.
Voices	Opportunities for creative expression and engagement.
Experiences	Positive and meaningful community impact.

Applications will also be assessed on how they contribute to at least one of the following measures:

- social outcomes
- cultural outcomes
- economic outcomes
- place-based outcomes.

Sustainability – 5%

Applicants must demonstrate how the benefits of their project or event will continue beyond the funding period.

Examples may include:

- ongoing community impact
- capacity building or skill development
- continued alignment with Whittlesea 2040 goals.

Scoring of the left selection criteria are rated from 1–5

Rating	Explanation
5	Application meets criterion at a high level. There is clear understanding of how the applicant will meet the criterion.
4	Application meets criterion well but lacks clear or specific details.
3	Application meets criterion, however there are still some questions on how they will meet the criterion.
2	Application largely fails to meet the criterion.
1	Application does not meet the criterion.

Not previously funded – 5%

To encourage new applicants and diverse projects, higher weighting is given to those who have not recently received funding.

Rating	Explanation
5	Has never been funded as an applicant or individual.
4	Last received funding 4 years ago.
3	Last received funding 3 years ago.
2	Last received funding 2 years ago.
1	Last funding 1 year ago.
0	Received a grant in the current year.



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July 2026