



WHITEHORSE Community Grants

Guidelines for Applicants 2025/26



Acknowledgement Of Country

Whitehorse City Council acknowledges the Wurundjeri Woi-wurrung people of the Kulin Nation as the traditional owners of the land. We pay our respects to their Elders, past, present and emerging.

Key Dates

▶ Grant Applications Open

Monday 24 February 2025

▶ Grant Applications Close

Sunday 6 April 2025

Cover photo: Cultivating Community, Seed Funding Grant 2024.

*Australian Skateboarding Federation - Shred Days Whitehorse,
Health and Wellbeing Grant 2024*



Introduction

The Whitehorse Community Grants Program provides financial assistance to support not-for-profit organisations, incorporated associations, local community groups, schools and other service delivery agencies that are located in, or deliver services to the people of Whitehorse.

The Community Grants Program supports the purchase of small equipment items, and the delivery of programs, projects and initiatives that meet the needs of the Whitehorse community.

Council provides grants to many different groups in the community to fund initiatives that contribute to the health and wellbeing of the people of Whitehorse. Each year Council looks to fund eligible initiatives that aim to increase social connections, promote wellbeing and prevent lifestyle related diseases.

Council is committed to providing this funding efficiently, equitable and ethically.

All programs, initiatives and services funded by the Community Grants must align with the strategic directions of the Whitehorse City Council Plan.

Whitehorse Council Plan 2021 – 2025

The Council Plan 2021-2025 has seven strategic directions that align with the Whitehorse 2040 Community Vision.

The strategic directions are:

1. An innovative Council that is well led and governed.
2. A thriving local economy with high quality accessible education opportunities.
3. A culturally rich, diverse, creative and inclusive community.
4. A built environment that encourages movement with high quality public places.
5. Sustainable climate and environmental care.
6. An empowered collaborative community.
7. A safe and healthy community.

For more information, please read the [Council Plan 2021-2025](#).



Community Grants Timeline

FEBRUARY

- **Grants Open** - Monday 24 February 2025.
 - Free Community Grants Information Sessions.
-

MARCH

- Free Community Grants Writing Workshops.
-

APRIL - MAY

- **Grants Close** - Sunday 6 April 2025
 - Essential Eligibility Checks.
 - Assessment Period.
-

JUNE

- Officer recommendations presented to the Community Grants Panel.
-

JULY

- Community Grants Panel recommendations presented to Council.
 - Outcome notifications sent to all applicants.
-

AUGUST

- Grant Payments made (requires completion of Funding Agreement and Vendor Form).
-

SEPTEMBER

- Community Grant celebration event with successful applicant organisations.
-

AUGUST
2026

- Grant recipients must provide an Acquittal Report to show that the grant requirements have been met.
-

Community Grants Objectives

The objectives of the Community Grants Program are:

1. To strengthen the Whitehorse community through the support of a diverse range of activities, services and programs that are responsive to the community needs.
2. To create a resilient community that embraces the history and diversity of Whitehorse, as well as promoting learning, growing, thriving and inclusivity.
3. To build the capacity of local organisations and strengthen partnerships within the Whitehorse community to support planned growth, collaboration and sustainability.
4. To provide a transparent and rigorous process, to support good governance and the appropriate distribution of public funds.

Annual Community Grant Categories

Grant Category	Purpose
Education Assistance Grant Up to \$400 per student	This grant supports families experiencing financial hardship and their young people (aged 10 – 25) to remain engaged in education and training.
Small Equipment Grant Up to \$1,000	Enables the purchase of small equipment to support the operation of community organisations, enabling them to deliver services, programs and initiatives that are aligned with the strategic directions of the Whitehorse City Council Plan.
Placemaking Grant Up to \$1,000	This grant provides an opportunity for not-for-profit groups, including business associations, to host and deliver placemaking activations (activating community spaces) in Whitehorse's activity centres. For example: Activation Pods, shopping malls, parks.
Senior's Participation Grant Up to \$1,000	This supports seniors' groups within Whitehorse to provide participation opportunities that support the health and wellbeing of their members.
Seed Funding Grant Up to \$3,000	This grant provides organisations the opportunity to test new initiatives, programs or services. It provides an opportunity for organisations to respond to emerging community needs/trends.
Creativity Grant Up to \$3,000	This grant focuses on the delivery of arts and culture initiatives including festivals, art classes, exhibitions, activations and events.

Grant Category	Purpose
Diversity and Inclusion Grant Up to \$3,000	This grant seeks to foster social inclusion and increase the participation of diverse communities across Whitehorse.
Environmental Sustainability Grant Up to \$3,000	This grant will support organisations to improve their sustainability practices and / or promote sustainability in the community.
Health and Wellbeing Grant Up to \$3,000	This grant focuses on improving the overall health and wellbeing of the community through a range of initiatives. For example: healthy eating programs, active participation, mental health initiatives, supporting volunteers and vulnerable groups.
Positive Ageing Grant Up to \$3,000	This grant focuses on programs, services and initiatives that support positive ageing in the community. For example: intergenerational activities, initiatives to tackle ageism, social inclusion and digital inclusion.
Artists in School Grant Dependent on application and available budget	This provides funding to schools to assist with the employment of a professional artist or curator to work within the school on a specific artistic project.
Major Grant Category Up to \$10,000	The purpose of this grant is to support larger scale programs, services, projects, initiatives or activities that will significantly benefit the Whitehorse community and deliver positive health outcomes.
Discount Support Free Tipping Voucher-based funding	This grant provides free tipping general and green waste vouchers to dispose of waste through Council's Recycling and Waste Centre. This is determined through a demonstrated need and the available budget allocation.



Application Support

We provide free Information Sessions, Grant Writing Workshops and Application Assistance Sessions to explain the different grant categories and to assist with the application process.

Information Sessions (free)

- How to register with SmartyGrants (Council’s grant management system).
- The objectives of the Community Grants Program.
- The different funding categories.
- The documentation to provide with your application.
- An opportunity to ask questions.

Bookings are required

Register at: yoursay.whitehorse.vic.gov.au/community-grants-registration

DATE	TIME	LOCATION
Tuesday 25 February	11am – 12pm	Whitehorse Civic Centre – Willis Room
Wednesday 26 February	10am – 12pm	Box Hill Community Arts Centre - Arbour (Mandarin Interpreter Present)
Thursday 27 February	10am – 12pm	The Round, Level 1, Nunwading (Senior’s Grants Information Session)
Thursday 27 February	6pm – 7pm	Online via Zoom



Grant Writing Workshops (Free)

The workshops will be presented by Debby Maziarz, who is an experienced grant writing professional. The aims of the session are to:

- Assist community groups in Whitehorse learn how to write an effective grant application.
- Provide practical, useful and transferable information about how to approach grant writing.
- Encourage you to explore project ideas and clarify point of difference.
- Provide practical, useful and transferable information about building budgets for grant applications.

Bookings are required.

Register at: yoursay.whitehorse.vic.gov.au/community-grants-registration.

DATE	TIME	LOCATION
Monday 3 March	10am – 12pm	The Round, Level 1, Nunwading
Thursday 6 March	6pm – 8pm	Online via Zoom



The Boite, Creativity Grant 2024

Individual Application Assistance Sessions

Come along and meet with Council Officers who can assist you with:

- How to use our application portal called Smarty Grants.
- Filling out the community grant application form.
- Discussing project ideas and suitable grant categories.
- Answering any questions you may have.

Bookings are required.

Email grants@whitehorse.vic.gov.au or call 9262 6443 to book a time.

DATE	TIME	LOCATION
Friday 14 March	9.30am - 12pm	Box Hill Community Arts Centre
Friday 21 March	9.30am - 12pm	Box Hill Community Arts Centre
Tuesday 25 March	6pm - 8.30pm	Sportlink

Online Grant Information



A range of materials have been developed to assist you with the application process.

These are available on our Whitehorse Community Grants webpage at whitehorse.vic.gov.au/grants-community.



Alkira, Small Equipment Grant 2024

Other Community Grant Categories

Grant Category	Opens	Purpose
<p>Social and Wellbeing Partnership Grants</p> <p>* New</p> 	<p>July/August 2025 (Depending on Council Plan endorsement)</p>	<p>To provide organisations and groups funding to deliver programs that respond to vulnerability and community need identified within the Council Plan.</p> <p>This grant is for a four year term with maximum funding of \$40,000 per year indexed with rate cap.</p> <p>Successful recipients of a Partnership Grant will not be able to apply for any categories in the annual Community Grant Program whilst receiving this partnership grant.</p>
<p>Discount Support Hall Hire</p> 	<p>All year round</p>	<p>To provide a proportional discount in relation to the hall hire charges of Council owned and operated venues. This is determined within the available budget allocation.</p> <p>This discount applies to the following Council owned venues only:</p> <ul style="list-style-type: none"> - Blackburn South Hall - Box Hill Community Arts Centre - Box Hill Town Hall - Eley Park Community Centre - Forest Hill Hall - Horticultural Centre, Forest Hill - North Blackburn Community Hall - Rentoul Hall, Burwood - Strabane Avenue Hall, Mont Albert - The Round – Function Space - The Round – Theatre - Willis Room, Nunawading

Overview of Eligibility Criteria

All grants offered through the Whitehorse Community Grants Program are subject to the following eligibility criteria:

- The applicant must either:
 - meet the definition as either a not-for-profit organisation or incorporated association as detailed in these guidelines
 - be auspiced by an appropriate organisation that meets this criterion or
 - provide a program, service or activity that is primarily considered the responsibility of State or Federal Government where the initiative is outside of their core business.
 - The applicant must be located in or operate within Whitehorse City Council.
 - The funded project, service, program, initiative or activity must take place exclusively within Whitehorse City Council and directly benefit Whitehorse residents.
 - The applicant must provide evidence of current \$20 million public liability insurance coverage. Public Liability Insurance must be maintained for the duration of the funding period.
 - All applicants must provide financial records to show financial viability and demonstrate genuine financial need.
 - Each applicant must have a majority of Whitehorse residents as members or participants in funded project activities.
 - All applications must be submitted via SmartyGrants by the grant closing date.
- Applicants must submit all supporting material when applying. Given the competitive nature of the grants program, no late submissions or supporting documents can be accepted.
 - Successful applicants must fulfil the reporting requirements (acquittal) for all Whitehorse grant programs that have concluded, and have no outstanding debts with Whitehorse City Council.
 - The application cannot be for a project that has already commenced. Council will not fund projects retrospectively.
 - The application must demonstrate that the funding will be fully used by 30 June 2026.
 - Each applications must align to at least one of the objectives outlined in the Council Plan and clearly demonstrate how the application is addressing a specific community need, interest or service gap.



*Umbrella Dementia Cafes,
Major Grant 2024.*

Not Funded

Council will not fund the following:

- Applications for individual pursuits.
- Applications from an organisation that has not satisfactorily acquitted previous grants.
- Applications from an organisation that has an outstanding debt to Council and is not maintaining regular payments. Funding from the Community Grants Program cannot be used to repay debt to Council.
- Advisory Committee's of Council.
- Operational costs (excluding Seniors Participation Grant) and core business costs of the organisation e.g. rent or accommodation costs, ongoing fees, mobile phones, bills and insurance fees.
- Salaries or wages either full time, part time, casual or any component of salaries, wages for ongoing positions not specific to the project. Human resource costs that are short term and clearly identified as specific to the project, may be considered.
- Capital expenditure (land, buildings, construction works, refurbishment, renovations, playground installation, landscaping, earthworks, etc).
- Venue hire, rent, lease or other costs associated with accommodation, other than specified in the Discount Support – Hall Hire grant program.
- Activities that take place outside Whitehorse.
- Uniforms, training tops and promotional clothing.
- Funding for competitions, trophies, prizes or awards.
- Catering costs for individuals or events (excluding Seniors Participation Grant).
- Reimbursement of personal expenses, including (but not limited to) transport, food/beverage, accommodation.
- Overnight camps for children and young people (excluding the Whitehorse Education Assistance Grant).
- Applications for the singular purpose of promoting political, religious or spiritual activities.
- Organisations with direct or indirect contact with children that have not provided their compliance and commitment to child safety.
- A program, service or activity that is primarily considered the responsibility of State or Federal Government and is part of their core business, for example, the main activity of schools, hospitals or other services.
- Partnership grant recipients are not eligible to apply for additional funding to undertake programs, services, projects, initiatives and activities deemed to be covered by the Partnership Grant or are the responsibility of the organisation.
- Discount Support Hall Hire will not be provided for any fundraising event that runs longer than one day's duration and the money raised at the event must not be spent outside Whitehorse City Council without Council approval.
- Discount Support Free Tipping will not fund organisations that operate regionally across multiple government areas that have an annual surplus over \$250,000 from the previous financial year.

What you need to know:

- The Whitehorse Community Grants program is a competitive process and it is not possible to fund all requests.
- Some applications may only receive partial funding if it's been shown that this would still provide benefits.
- Council will accept multiple grant applications from an organisation as long as they are for different grant categories.
- Applications must be completed and submitted in SmartyGrants by the due date and time.
- All equipment must be applied for under the Small Equipment Grant. Equipment is not funded for in any other grant category.
- If an applicant applies for more than one grant category, each application must reflect a different program, service, project or activity.
- All applications are to be submitted using the SmartyGrants program. This link is available on our website.
- Council reserves the right to decline any application that does not meet the eligibility criteria.
- Canvassing or lobbying of Councillors or Council employees in relation to any grant application is prohibited. Failure to comply will mean the application is ineligible.
- Applicants should not consider the Community Grants Program as a recurrent funding stream.
- Funding is provided for the term specified in the Funding Agreement. Applicants are to consider future sustainability of their program or activity beyond the funding period in their program planning (for example, other grant or funding streams, sponsorships or other fundraising activities).



healthAbility Repair Café, Major Grant 2023.

Assessment Criteria

The assessment criteria for each grant category can be viewed on their specific Grant Fact Sheet.

The criteria is available on our website. whitehorse.vic.gov.au/grants-community

Assessment Process

The assessment process for the Annual Community Grants Program is:

- The Community Grants Officer will review all applications to determine their eligibility.
- Applications that meet all the essential criteria will be referred to the relevant Council Officer for assessment. They are required to declare any conflict of interest and remove themselves from the assessment process.
- A second phase assessment may be undertaken if required.
- A Manager Panel is established to discuss all the applications and provide a final recommendation against each application.
- A recommendation report is presented to the July Ordinary Council Meeting for adoption.
- Councillors are not involved in the assessment process.
- All applicants are notified of outcomes whether successful or not via email.
- Successful applicants will be required to submit a Funding Agreement and a Vendor Details Form via SmartyGrants.



*5th Vermont Girl Guides,
Small Equipment Grant 2024.*

How To Apply Using SmartyGrants

Applicants for Community Grants are required to register in SmartyGrants with an email address and password. The link is available on our website.

A general organisation email and password is recommended to enable more than one person in the organisation to access applications and outcomes. All notification emails and updates regarding the application will be sent to the email address provided in the application.

All applicants must provide the following information when applying for a Community Grant:

- Proof of current incorporation (schools and other services that are primarily considered the responsibility of State or Federal Government are exempt).
- ABN number (if applicable) and not-for-profit status.
- Certificate of Currency for Public Liability Insurance with \$20 million coverage, showing the dates of coverage.
- Financial records such as an Annual Report that includes financial statements.

These documents can be uploaded onto the SmartyGrants Program.

SmartyGrants will send confirmation of receipt of submitted applications to the email address provided in the application.



*The Alcove Art Shop,
Environmental and
Sustainability Grant
and Creativity Grant
2024.*



Conditions Of Funding

The following conditions apply to all funding categories within the Whitehorse Community Grants Program:

- Council's financial contribution is limited to the funding amount awarded, with all other costs associated with the application being the responsibility of the grant recipient.
- Funding must only be used for the purposes outlined in the funding agreement.
- Changes to the funding scope can only be made if requested in writing and approved by Council before implementation.
- The organisation receiving a grant agrees to complete the acquittal form by the date specified in the Community Grant Guidelines.
- Unused funds must be returned to Council, unless an approval for variation is agreed to prior to the acquittal due date.
- Grant recipients are requested to acknowledge the funding from Council when promoting the funded program/initiative. This can be done in Annual Reports, newsletters, fliers with the wording "Funding provided by Whitehorse City Council's Community Grants Program."
- The Whitehorse City Council logo cannot be used by external organisations without Council approval being obtained. The organisation receiving the grant may request the use of Council's logo at grants@whitehorse.vic.gov.au to also acknowledge the grant funding.

Compliance with Child Safe Standards

A condition of the Community Grant Program is that that the organisation complies with the Child Wellbeing and Safety Act 2005, Child Safe Standards and Reportable Conduct Scheme.

www.cyp.vic.gov.au/child-safe-standards

www.cyp.vic.gov.au/reportable-conduct-scheme

If your organisation has direct or indirect contact with children under 18 years, the application needs to include documentation of the organisation's compliance and commitment to child safety.

All employees and volunteers of the organisation are required to apply for a Working with Children Check (WWCC) before working with children/young people at the organisation.

www.vic.gov.au/working-with-children-check



Gender Equality

Whitehorse City Council is committed to gender equality. It is important that all grant applicants consider gender and other relevant factors, these might include age, race, religion and disability when drafting their application.

Further information is available at:

www.smartygrants.com.au/help-sheets/gender-lens

Environmental Sustainability

Council encourages applicants to:

- Increase community awareness and understanding of environmental sustainability.
- Help ensure our natural environment is healthy and sustainable for future generations.
- Build community capacity to live sustainably through efficient use of water and energy, including use of renewable energy, resource recovery and/or reuse of materials, and increasing biodiversity.
- Reduce waste and litter, and eliminate the use of single-use plastics.

For more information visit www.vic.gov.au/single-use-plastics

Grant Promotion and Celebration

Council will promote successful grant applicants on Council's Community Grants corporate website. An annual event will be held to recognise grant recipients and celebrate grant outcomes.

Community Grant Celebration recipients 2024



Acquittal Reporting

Council requires an Acquittal Report to be submitted by the successful recipients to demonstrate that they have met their obligations as required by the funding agreement.

This Acquittal Report must include the use of funds (including relevant receipts), the activities/programs undertaken and the impact on the participants and community.

The Acquittal Form must be submitted in SmartyGrants by **31 August 2026**.

Incomplete or non-submitted acquittals will result in an organisation being ineligible for the following funding round.

Council reserves the right to seek reimbursement of grant funding from a funded organisation if the required evaluation or acquittal is not provided in a timely manner, or if Council is not satisfied that funds were used for the intended purpose.



*Trinity Netball Club,
Small Equipment Grant 2024*



Definitions

The following definitions apply to the Whitehorse Community Grants program:

Not-for-Profit Organisation

The Australian Charities and Not-for-Profit Commission defines 'not-for-profits' as organisations that do not operate for the profit, personal gain or other benefit of particular people. Council utilises the ABN lookup website to identify organisation status. This can be found at: abr.business.gov.au

Incorporated Association

Incorporated Associations are typically clubs or community groups, operating as not-for-profit, whose members have made the decision to give their organisation a formal legal structure. Incorporated associations are registered under the Associations Incorporation Reform Act 2012. Council utilises the Consumer Affairs Victoria website to identify active incorporated associations. This can be found at: consumer.vic.gov.au

Seniors' Group

Groups whose sole focus is to offer participation opportunities for older members of the Whitehorse Community. These activities must contribute to health and wellbeing of members. Groups must be a not-for-profit, an incorporated association or auspiced by a not-for-profit or an incorporated association.

Auspice Organisations

An auspice organisation under the community grants program is a not-for-profit organisation or incorporated association that has agreed to take responsibility and manage the grant on behalf of the club, group, association etc. Where a club, group, association or other entity does not meet the definition of not-for-profit organisation or incorporated association they may be auspiced by an organisation that meets this criteria.

Acquittal

Acquitting a grant means accurately reporting on the funded activities and the expenditure of the funding. It is used by Council to ensure that the funding has been used for the purpose intended in the funding agreement; and to demonstrate the terms of the funding agreement have been met.



*Burwood City Football Club,
Small Equipment Grant 2024.*



WHITEHORSE
CITY COUNCIL

CONTACTING COUNCIL

Postal Address: Whitehorse City Council
Locked Bag 2
Nunawading 3131

ABN: 39 549 568 822

Telephone: 9262 6333 (including language support)

NRS: 133 677 then quote 9262 6333
(Service for deaf or hearing impaired people)

Service Centres: **Whitehorse Civic Centre**
379-399 Whitehorse Road,
Nunawading 3131

Box Hill Town Hall Service Centre
Box Hill Town Hall
1022 Whitehorse Road, Box Hill 3128

Forest Hill Service Centre
Shop 275
Forest Hill Chase Shopping Centre
Canterbury Road, Forest Hill 3131

Website: whitehorse.vic.gov.au/contact-us

Email: customer.service@whitehorse.vic.gov.au

Social Media: Connect with Whitehorse City Council



Subscribe: whitehorse.vic.gov.au/subscribe
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