



GLEN EIRA
CITY COUNCIL

- BENTLEIGH
- BENTLEIGH EAST
- BRIGHTON EAST
- CARNEGIE
- CAULFIELD
- ELSTERNWICK
- GARDENVALE
- GLEN HUNTLY
- MCKINNON
- MURRUMBEENA
- ORMOND
- ST KILDA EAST

ANNUAL COMMUNITY GRANTS PROGRAM GUIDELINES 2026–2027

APPLICATIONS OPEN MONDAY 2 MARCH 2026
APPLICATIONS CLOSE 5PM, MONDAY 13 APRIL 2026



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CONTENTS

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS	1
INTRODUCING OUR ANNUAL COMMUNITY GRANTS PROGRAM	1
PRIORITY	1
STRATEGIC FOCUS	2
Glen Eira 2040 Community Vision.....	2
Glen Eira Council Plan 2025-2029	2
ELIGIBILITY	3
Who can apply?	3
Who cannot apply?	3
What will not be funded?	3
Low priorities.....	4
KEY DATES	4
GRANT PROGRAM STREAMS	4
Community Strengthening Grants — up to \$3,000	4
Partnership and Events Grants — up to \$10,000	4
HOW DO I APPLY	5
Submission of applications	5
Receipt of applications	6
ASSESSMENT PROCESS	6
Assessment of applications.....	6
Assessment criteria:	6
Notification of outcome.....	6
Acceptance of your grant	6
NEED SOME HELP?	6
Information Sessions.....	6
TERMS AND CONDITIONS	7
ACQUITTALS AND AUDITS	7
Acquittal of grant funds.....	7
Audit of grants.....	8
PRIVACY COLLECTION NOTICE	8
CONTACT US	8

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Glen Eira City Council acknowledges the Boon Wurrung/Bunurong and Wurundjeri Woi Wurrung peoples of the Kulin Nation as Traditional Owners and Custodians and pays respect to their Elders past and present. We acknowledge and uphold their continuing relationship to land and waterways Council extends its respect to all Aboriginal and Torres Strait Islander peoples.

Council honours the rich histories and cultures of First Nations peoples and recognises and values the important contribution Aboriginal and Torres Strait Islander peoples in enriching our community. We support the Uluru Statement from the Heart and are committed to a Reconciliation Action Plan which is underpinned by the principles of self-determination. We work towards improved outcomes and long-term generational change, and to consolidate Glen Eira as a culturally safe place for Aboriginal and Torres Strait Islander people.

We are committed to achieving equality for Aboriginal and Torres Strait Islander people to live healthy and prosperous lives and to improve life outcomes for current and future generations.

Glen Eira resides on country that always was, and always will be, Aboriginal land.

INTRODUCING OUR ANNUAL COMMUNITY GRANTS PROGRAM

Council's *Annual Community Grants Program* supports not-for-profit community groups and organisations to deliver projects and activities that directly benefit the Glen Eira community through tangible outcomes, providing meaningful social impact and responding to identified community need.

The *Program*:

- empowers community groups and organisations to create their own solutions to issues, and to deliver activities and programs that matter to the community;
- encourages projects that are inclusive, celebrate diversity in our community and support the health, wellbeing and resilience of our residents; and
- is guided by Council's *Community Grants Policy* and is allocated funding through Council's annual *Budget*.

The *Program* aims to:

- strengthen community connections and collaborations;
- develop an accessible and inclusive community;
- encourage community initiatives that promote self-sufficiency and innovation;
- help strengthen community capacity to plan and implement services;
- celebrate diversity and participation in community life;
- contribute to sustainability and climate change action;
- build and strengthen good governance practices;
- encourage participation in arts and cultural activities; and
- increase volunteering and extend the reach of community programs.

PRIORITY

Priority will be given to applications that respond to identified community needs and demonstrate alignment with Council's strategic focus.

Areas of community need

- Social connection and community support.
- Community safety and resilience.
- Physical and mental health and wellbeing.
- Respect, harmony, diversity and inclusion.
- Sustainability and climate change action.
- Gender equity and preventing all forms of violence.
- Civic participation and engagement through the arts and cultural expression.
- Diverse, vibrant and inclusive celebrations and events.

STRATEGIC FOCUS

The strategic documents that identify Council's key directions and strategic focus are:

Glen Eira 2040 Community Vision

- We work together
- Planning for community resilience
- Inclusive and healthy community
- Maximise and diversify our green and natural spaces
- We are proactive in meeting challenges and innovating using evidence-based methods
- Promote and develop our creative potential, celebrating our diverse identities through art and other cultural expressions

Glen Eira Council Plan 2025-2029

- Community safety, cohesion, health and wellbeing
 - Our community feels safer
 - Our vibrant arts and culture programs strengthen the cohesion of our community
 - Our community has a strong sense of connection and belonging
 - Our community has improved physical and mental health and wellbeing
 - Our community benefits from the promotion of healthy lifestyle and the prevention of harm and ill health.
- Diverse, welcoming and accessible places
 - Our green open spaces and community facilities are well used, well located and accessible
 - Our places are safe, healthy and versatile
 - Our vibrant and clean activity centres support a thriving local economy
 - Our places are well connected by a variety of transport options
 - We have diversified housing options while maintaining local neighbourhood character
- Environmental stewardship
 - Our urban greenery and biodiversity are enhanced
 - Our air and waterways are healthy
 - Council and community emissions are reduced
 - Waste to landfill is reduced
 - Our community is actively engaged in Caring for Country and the natural environment
- Innovative and financially sustainable.
 - We are financially secure and sustainable
 - Our community is informed and engaged
 - Our community has trust and confidence in our decisions
 - Our services are highly valued, well designed and responsive to community and customer needs

- Our technology enables us to
- achieve our strategic priorities
- Our workforce is capable, informed and engaged

ELIGIBILITY

Who can apply?

To be eligible for funding community groups and organisations must:

1. service the Glen Eira community;
2. be not-for-profit;
3. be incorporated;
4. have an ABN; and
5. hold Public Liability insurance (minimum \$20 million)

If you do not meet criteria items 3, 4 or 5, you may be auspiced by a relevant not-for-profit organisation that does.

www.gleneira.vic.gov.au/com-grants-agreement-form

Applications prepared by professional grant writers must be submitted by the applying organisation.

Who cannot apply?

- For-profit organisations.
- Individuals.
- Organisations that have not met the terms and conditions of previous Council grants.
- Organisations that are the funding responsibility of other levels of government.*
- Organisations whose sole or dominant purpose is of a political nature.
- Organisations or groups who meet outside of Glen Eira, unless they demonstrate the delivery of a specialised service that directly benefits the Glen Eira community.
- Organisations in receipt of gaming machine revenue.

* These organisations, eg. schools are encouraged to partner with community groups in projects that benefit the wider community.

What will not be funded?

- Applications that seek to make up a shortfall due to budget cuts by other levels of government.
- Private exhibitions run by individual artists for the sale of artwork.
- Activities of a religious or worship nature, including services, proselytising or religious instruction.
- Staff salaries, excluding the employment of temporary specialised project positions.
- Hire of venues that are outside of Glen Eira, unless a specific need cannot be met in Glen Eira.
- Capital works projects to Council buildings and properties.
- Activities and events held in a licensed gambling venue.
- Purchase of alcohol.
- Professional grant writers fees.
- Prizes and awards.
- Retrospective projects.

Low priorities

- Activities that duplicate existing programs.
- Operational costs should be covered by member fees.
- Food and catering, unless it is integral to the delivery of a program or service.
- Events held outside of Glen Eira.
- Festivals that charge entry fees or restrict broad community participation.
- Advertising for core operational activities.

Note: If you are asking for any low priority items, you must demonstrate how these items are integral to the project and in what way they benefit the Glen Eira Community.

KEY DATES

Program opens:	Monday 2 March 2026
Information Session 1:	6.30pm–7.30pm, Tuesday 10 March 2026
Information Session 2:	1.30pm–2.30pm, Thursday 19 March 2026
Program Closes: 5pm,	Monday 13 April 2026
Applications Assessed:	May–June
Notification of Outcomes:	Late August–Sept 2026
Project Delivery by:	30 June 2027
Acquittal Due:	30 April 2027

GRANT PROGRAM STREAMS

There are two streams for the *Program*.

Each has a maximum funding limit. Community groups and organisations may apply for more than one project under each stream (provided the combined total does not exceed the maximum value of each stream). A separate application form must be submitted for each project.

Community Strengthening Grants — up to \$3,000

Applications under this stream should demonstrate projects that:

- build capacity and provide training and development initiatives;
- enhance current localised services;
- provide community-based projects;
- increase social connection, community cohesion and participation in local activities;
- deliver services that meet existing and emerging community needs
- support the delivery of small events (under 250 attendees) that are accessible to the broader Glen Eira community; or
- increase skills, knowledge and leadership in the community.

Partnership and Events Grants — up to \$10,000

Applications under this stream should demonstrate projects that:

- support new or existing partnerships to deliver collaborative projects; promoting a healthy lifestyle and prevention of harm and ill health;
- plan and deliver large festivals or events (more than 250 attendees) that are accessible to the broader Glen Eira community;
- create new and innovative projects;
- deliver services that meet existing and emerging community needs; or

- support civic participation and celebrate diversity in the community.

HOW DO I APPLY

Grant applications are made online by completing an application form through SmartyGrants.

To complete your application, you will need access to a computer, the internet and an email address.

All sections of the application must be completed for your application to be accepted.

STEP 1: Go online to SmartyGrants Open the online application form link at <https://gleneira.smartygrants.com.au/>

STEP 2: Select the application form Select *Annual Community Grants Application Form 2026–2027*.

STEP 3: Preview the form (optional) Choose 'Preview the form' to view the *Annual Community Grants Application Form*.

STEP 4: Start an application Choose 'Start a submission' then 'Login' to SmartyGrants using an existing account or 'Register' a new account.

A new account set-up requires you to use your group's/organisation's email address as a username and create a password. Please ensure you record your login details. Once registered, you can then 'Login' and start an application.

SmartyGrants allows you to save your progress and return to your application at a later date and to also upload supporting documents.

What do I need for my application?

1. Details of your project.
2. Budget for your project, including quotes for all items \$1,000 or over.
3. A copy of your most recent annual financial report.
4. Details of your organisation including incorporation number, GST status and ABN.
5. A copy of your Certificate of Currency for your Public Liability insurance (minimum \$20 million).
6. A copy of your facility hire booking confirmation (where applicable).

If your application includes a Glen Eira City Council facility hire, you will need to book your facility prior to submitting your grant application and provide accurate costs.

If another not-for-profit organisation is the auspice for your application, you will also need to attach a completed Auspice Agreement Form available at [Glen Eira Annual Community Grants](#).

Items 4 and 5 must be in the applicant's name unless being provided by the auspice organisation.

Submission of applications

You must submit your application by 5pm, Monday 13 April 2026. Late applications will not be accepted.

For your grant to meet the eligibility criteria you will need to:

- include all required attachments and evidence;
- complete all relevant sections of the application form;
- ensure the application is endorsed by an authorised person;
- ensure auspice information is included (if relevant); and
- acquit all previous Glen Eira City Council grants.

Receipt of applications

You will receive an acknowledgment email after submitting your application. If you do not receive an acknowledgment, contact Council's Community Strengthening Team on 9524 3333.

ASSESSMENT PROCESS

Assessment of applications

Officers check eligibility, complete an assessment and make recommendations to the Annual Community Grants Assessment Panel, with final funding approvals made under delegated authority.

The Community Grants program adheres to the Victorian Charter of Human Rights and Responsibilities.

Assessment criteria:

Each grant application is assessed against the following seven criteria.

1. The extent to which the application aligns with Council's strategic focus (20%).
2. Evidence that the project meets a community need and/or benefits the Glen Eira community (20%).
3. The extent to which the project is committed to diversity and inclusion (20%).
4. Clearly defined project aims, measures and outcomes (10%).
5. The capacity of the organisation to undertake the project and meet the conditions of funding (10%).
6. Inability of the organisation to access other funding to deliver the project (10%).
7. The extent to which the budget is balanced, realistic and reflects the delivery of the project (10%).

Notification of outcome

All applicants will be advised of the decision regarding their application. Notification is sent via email to the primary contact provided on the application form.

Acceptance of your grant

If your application is successful, you must complete an *Acceptance of Conditions Form* prior to the release of funds. This will be provided to applicants via SmartyGrants.com

NEED SOME HELP?

Information Sessions

Information sessions will be offered to provide applicants with the relevant information about the application process and to answer questions.

Session dates:

- [Tuesday 10 March 2026, 6.30pm to 7.30pm](#) – Online via Zoom
- [Thursday 19 March 2026, 1.30pm to 2.30pm](#) – In Person at Murrumbeena Park Community Room

Contact Council's Community Strengthening Team on 9524 3333 or email communitygrants@gleneira.vic.gov.au

If you require an interpreter or need more information in your language about this document, please contact Council's Community Strengthening Team to arrange a time on 9524 3333.

If you are deaf, hearing or speech-impaired, we ask that you call us via the National Relay Service and then ask for 9524 3333. Online: <https://internet-relay.nrsCALL.gov.au>
Teletypewriter (TTY): 13 36 77

Speak and Listen: 1300 555 727

For further information about Council's other grants programs, visit www.gleneira.vic.gov.au

TERMS AND CONDITIONS

- Grant recipients must acknowledge Council in any relevant material, publications, web pages or media releases about the funded project by using the Council community logo.
- Applicants must submit a completed application form and all required documents in order for their application to be assessed.
- Council may require you to validate any of the information provided in your application.
- Community groups and organisations that auspice other groups may apply for their own projects in addition to auspiced projects.
- Funding will not be given for projects started or completed before 1 July 2026.
- Applicants are responsible for costing their projects accurately. Council is not responsible for costs that have been underestimated.
- Under the Community Strengthening stream a community group or organisation can receive a maximum of \$3,000.
- Under the Partnership and Events stream a community group or organisation can receive a maximum of \$10,000.
- Applicants cannot apply for the same project across both funding streams.
- The amount of any grant awarded is at the discretion of Council.
- Applicants that meet grant criteria are not guaranteed funding.
- Grants may not be funded to the maximum amount requested
- Funding for a project in any one year does not guarantee that the same project will receive funding in subsequent years.
- Funding will not be provided if there is an outstanding acquittal.
- A grant may only be used for the specific purpose awarded in the Acceptance of Conditions Form unless prior approval for a different purpose has been obtained from Council.
- If a project cannot proceed as originally approved, the applicant must request a variation or extension by contacting Council's Community Strengthening Team. A Request for Variation or Extension form will be sent to the applicant via SmartyGrants.com. Approval of the request will be at Council's discretion. Applicants are notified if their variation or extension is approved.
- Council may request the return of grant funds if there is evidence that grants have not been spent for the purpose they were awarded.
- The grant must be accepted and project completed within the financial year that it is awarded.

Applicants must ensure their activities, projects and events meet Victoria State Government and Local Laws, such as safety requirements, permits and approvals.

ACQUITTALS AND AUDITS

Acquittal of grant funds

An acquittal is an accurate report on the funded activities and how the funds were spent.

The acquittal will be due after the conclusion of the funded activity.

An *Annual Community Grant Acquittal Form* must be submitted to Council through the SmartyGrants portal. Receipts are required for all purchases over \$100.

Failure to submit the acquittal will make any further applications ineligible for funding.

Audit of grants

Grant recipients acknowledge that as part of its accountability processes, Council may audit any grant recipient for compliance with grant conditions. Organisations selected for an audit will be notified.

PRIVACY COLLECTION NOTICE

Glen Eira City Council (Council) is committed to protecting the personal information provided by you in accordance with the principles of the *Privacy and Data Protection Act 2014 (Vic) (PDP Act)*. Personal information is collected by Council only for the purpose of its functions set out in the *Local Government Act 2020*

(Vic) and other legislation. Council uses the Glen Eira City Council SmartyGrants portal for individuals to complete and submit applications for funding offered under the Community Grants Program. Council collects information via SmartyGrants about the individuals, groups and organisations applying for grants and how the grants will be applied. Specifically, the information collected by Council is used to assess applications

for Council's funding programs and administer any subsequent funding awarded. The personal information in your application will be used solely by Council for that primary purpose or directly related purposes. If this information is not collected, Council will be unable to process your grant application. Information about the applicant's usage of SmartyGrants will also be collected to retain audit trails relating to who has accessed

or modified information and when it occurred. The information submitted into SmartyGrants (including personal information) will be used and accessed by Council officers and persons acting on behalf of Council (eg. contractors). In certain circumstances, we may disclose information about you where permitted or authorised under the *PDP Act* or other applicable laws. Personal information collected in connection with the grant application may also be disclosed to third parties for the purpose of the Public Grant Applicants' Summary. If you want to know more about privacy at Council, including your right to seek access to your personal information, contact Council's Privacy Officer on

9524 3333. Council's *Privacy and Health Records Policy* is available on our website.

CONTACT US

For further information, contact Council's Community Strengthening Team
communitygrants@gleneira.vic.gov.au 9524 3333 or visit www.gleneira.vic.gov.au

Glen Eira City Council

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www.gleneira.vic.gov.au