

Community Grants Program Guidelines 2026-2027



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Acknowledgement of Country

We, in the spirit of Reconciliation, acknowledge the Wurundjeri People of the Kulin Nation as traditional custodians of the land now known as the City of Maroondah, where Indigenous Australians have performed age-old ceremonies. We acknowledge and respect their unique ability to care for Country and their deep spiritual connection to it. We pay our respects to their Elders, past, present and emerging.

Introduction

Welcome to the Maroondah City Council Grants Program.

Council has a range of grants that help make Maroondah a healthier, connected, resilient and more inclusive community. These grants support the achievement of our shared vision under [Maroondah 2050 – Our future together](#), for a safe, inclusive and vibrant community, striving for a green, prosperous and sustainable future for all. The Program is guided by Council's Community Grants Policy.

Maroondah 2050 Objectives

The objectives of the Community Grants Program align with aspirations within the Maroondah 2050 Community Vision.

- **A healthy, inclusive and connected community**
Everyone in Maroondah feels valued, welcome and respected, and has opportunities to thrive regardless of their background, identity or circumstances. Community members experiencing vulnerability, marginalisation or disadvantage have access to the support they need. Opportunities for social connection, and to enhance health and wellbeing, are encouraged.
- **A safe and liveable community**
Everyone in Maroondah feels physically and emotionally safe. Local neighbourhoods and activity centres are easy to move around. There are the housing options, amenities and services people need to live, work, learn and play locally. The unique attributes of Maroondah, and our local history and heritage, are valued and promoted.
- **A green and sustainable community**
Maroondah's green, leafy natural environment and landscape continues to be preserved and enhanced, with biodiversity and habitat corridors progressively restored and maintained. Our community is supported to make sustainable choices and is actively working to reduce emissions and waste, as well as adapt to climate change.
- **A vibrant and prosperous community**
Maroondah is a vibrant and prosperous destination. Creative precincts, placemaking, and experiences make Maroondah a culturally rich place to live, work, play and visit. Our strategic location and competitive strengths facilitate economic development, and local businesses are supported to be successful and sustainable.
- **A well governed and empowered community**
Council continues to be a transparent, accountable, and future-focused leader that collaborates locally and regionally and actively champions local needs. Everyone in Maroondah is informed about matters that affect them and are provided with opportunities to meaningfully engage regarding Council decision making.

Program Principles

The following principles guide Council's overall approach to provision of grants in scope for this Policy:

- **Responsive to needs** – our grants link to strategic priorities and identified community needs, seeking to financially assist those in the Maroondah community who will benefit most.
- **Equitable and inclusive** – we strive to ensure high levels of community awareness, ease of participation, and access to available financial support by all in the Maroondah community.
- **Efficient and effective** – our grants are offered, measured, communicated and celebrated in a manner that seeks to maximise value to the Maroondah community.
- **Responsibly managed** – our grants are well-designed and well-managed in ways that are best-fit for purpose and ensure accountable, efficient and justifiable use of available financial support.

Available grants in 2026

Category	Maximum Amount	Open Dates	Who should apply
Annual Community Grants	\$10,000	Monday 23 February 2026 9am	Not-for-profit community groups. To support community-led activities that strengthen the Maroondah community, with a focus on working with others, building local networks, and increasing local participation and inclusion.
Annual Arts and Cultural Grants	\$10,000	Monday 23 February 2026 9am	Artists, creative practitioners and not-for-profit community groups. To support the delivery of arts and cultural activities that express, promote and celebrate Maroondah's diverse and culturally rich community.
Changemaker Grants	\$20,000 over 2 years	Monday 23 February 9am	Not-for-profit community groups. To help deliver strategic projects aimed at addressing some of the more complex issues and needs facing the Maroondah community.
Emergency Relief Grants	\$7,000	Monday 23 February 9am	Not-for-profit community groups. To support delivery of emergency relief support and services to assist people in the Maroondah community experiencing financial distress, homelessness or other forms of adversity.
Quick Response – individual grants	\$500	Commencing 1 July 2026 Open all year until funds run out. Grants are assessed every two months thereafter.	For individuals. Supports Maroondah residents to attend state, interstate or international events and activities in their chosen field.
Quick Response – community group grants	\$1,500	Commencing 1 July 2026 Open all year until funds run out. Grants are assessed every two months thereafter.	Not-for-profit community groups. Designed to support the delivery of creative or community programs and activities that build participation which may fall outside of the annual grants timeframes or are urgent or unexpected.

Quick Response Grants – for individuals and community groups

Applications for Community Group Grants and Individual Grants are accepted year-round (unless funds run out). Assessment rounds are scheduled after July, September, November, January, March and May. Applications are assessed in the next available round after receipt. Allow 4 weeks for assessment and notification in each round.

Key Dates

Please note that, except for application closing dates, timelines may be amended due to unforeseen circumstances.

17 February to 27 March 2026	Information sessions A range of online and in-person information sessions and grant writing workshops will be available. See the next page or visit www.maroondah.vic.gov.au/Community-funding-grants for details.
Monday 23 February 2026	Annual grants open • Annual Community Grants • Annual Arts and Cultural Grants • Emergency Relief Grants
Monday 2 March 2026	Expressions of Interest for Changemaker Grants open
Sunday 22 March 2026	Changemaker Grant Expressions of Interest close No late Expressions of Interest accepted after this date.
Thursday 2 April 2026	Annual Grants close • Annual Community Grants • Annual Arts and Cultural Grants • Emergency Relief Grants No late applications or additional information accepted after this date.
April 2026 to May 2026	Assessment of applications
Tuesday 7 April 2026	Changemaker Grant applications open (by invitation only)
Sunday 3 May 2026	Changemaker Grant applications close
Late June to mid July 2026	Notification of outcomes, funding agreements and payments for: • Annual Community Grants • Annual Arts and Cultural Grants • Changemaker Grants • Emergency Relief Grants
Wednesday 29 July 2026	Grants Recognition Event at Karralyka, Ringwood East
Sunday 14 March 2027	Final day for submission of 2026/2027 Grant Acquittal

Eligibility Requirements

General eligibility requirements apply as set out below. Additional eligibility requirements are also specified for individual grant streams. Applicants must meet the minimum eligibility requirements below, plus any specified additional eligibility requirements, to be considered for a grant.

All applicants

All individuals, community groups and organisations must:

- Be located in the Maroondah municipality or, if located outside the Maroondah municipality, be able to demonstrate majority benefit to the Maroondah community.
- Have or be able to obtain Public Liability Insurance with minimum cover of \$20 million.
- Have successfully acquitted previous Council grants received.
- Have no outstanding debts owed to Council or have entered into a payment plan.
- If a Council property tenant, have no active breaches against the Council tenancy agreement.
- Have no active breaches with Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable.
- Have no active liquor licensing breaches.
- Have not received financial assistance for the same or similar activity from other Council grants or budget sources in the same fiscal year running July to June.
- Submit a complete application within the advertised application period, including budget, attachments or other supporting information requested by Council.
- If successful, provide banking details in the applicant's name (or auspice/authorised person if used).

Groups and organisations

In addition to eligibility requirements for annual and biennial applicants, groups and organisations must:

- Be a legally constituted entity or be a registered pre-school or school.
- Be not-for-profit and managed by a volunteer management committee or board.
- Have an active Australian Business Number (ABN).
- Be financially solvent.

Artists and creative practitioners

In addition to eligibility requirements for all applicants, artists and creative practitioners must:

- Be an Australian Citizen or Permanent Resident (with an appropriate visa).
- Aged 18 years or over.
- Be legally constituted as a sole trader, company limited by guarantee, or Pty Ltd company.
- Provide proof of identity and residence.
- Have an active Australian Business Number (ABN).

Individuals

In addition to eligibility requirements for all applicants, individuals must:

- Be an Australian Citizen or Permanent Resident (with an appropriate visa)
- Aged 18 years or over (or have parent/legal guardian authorisation if aged under 18 years)
- Provide proof of identity and residence

Ineligibility

Council will not consider applications from:

- Community groups or organisations that are not legally constituted or who are not auspiced.
- TAFEs or universities.
- Hospitals.
- Statutory Authorities or other public entities under other levels of government.
- Applicants that benefit from, promote or advertise gambling, including but not limited to electronic gaming machines, sports betting, and online gambling.

Council will not consider:

- Multiple applications to an individual grant stream from the same applicant in the same fiscal year July to June.
- Applications that exceed the limit of one (1) Quick Response Grant plus one (1) further application from any other individual grant stream available.
- Core operating, administration and staff costs.
- Project management or administration costs that are more than 10% of the total project cost (this does not include artist fees).
- New or improvement capital works projects to buildings or grounds.
- Building or grounds maintenance costs.
- New vehicles, vehicle accessories, vehicle signage, or ongoing vehicle maintenance costs.
- Activities related to worship, congregation, secular promotion, protest, activism, or campaigns.
- School activities that are curriculum-based or confined to the school property or school community.
- Non-recyclable or single-use/ promotional items or giveaways, such as event-specific or year-specific flags or banners, commemorative merchandise, and memorial plaques or signs. Council encourages the use of reusable, recyclable, or compostable alternatives, except where single-use items are essential and justified (e.g. for safety or accessibility reasons).
- Lease/hire or use of a venue with electronic gaming machines or other forms of gambling.
- Alcohol, tobacco, e-cigarettes, gambling products, or other items that cause community harm.
- Public art projects on Council-owned sites or on private property that is not publicly accessible.
- Fireworks, trophies, prizes or awards.
- Application preparation fees, paid or due, including professional grant writer fees.
- Funding requests above the maximum grant available.
- Funding requests arising from lobbying or canvassing support from Councillors or Council officers.
- Funding requests made outside of Council's official application process.
- Funding requests that present unacceptable risk to Council by association.
- Retrospective funding (i.e. starting an activity before the grant has been approved).
- Late or incomplete applications.

Late and incomplete applications

It's important to have a fair grants process for all applicants. That's why we can't accept late applications or receive additional information from applicants after the closing date.

Council may allow late applications in circumstances outside the control of Council or applicants, such as a system outage on the closing date. If this happens, arrangements will be advised on Council's website.

Applicants are responsible for submitting a complete, accurate and true application. Council offers application support before the closing date.

Getting support

Talk to a Council Officer

Council officers are available to provide insight, tips and suggestions on proposed projects and, where relevant, suggest partnerships with other community groups or organisations. Assistance with your application is only available during business hours.

Interested applicants are strongly encouraged to discuss their application with a Council officer before applying.

Please call 9298 4598 and ask for the relevant Council officer below.

Arts and Cultural Grants – Jo Harkin	Gender Equity – Grants Officer
Changemaker Grant – Chris Riseley	LGBTIQ+ – Rachelle Jones
Children and Youth – Natalie Godley	Positive Ageing – Daniel Hearn
Emergency Relief – Chris Riseley	Quick Response – Grants Officer
Environment – Anita Ransom	Recent migrants and refugees – Rose Ensor
First Peoples – Chris Riseley	Sport and Recreation – Josh Burt

If you are unsure who to speak to, please ask for Joanna Wood, Community Grants Officer or email grants@maroondah.vic.gov.au

Successful Grant Writing Workshop

This workshop will provide participants with the skills and confidence to write compelling, targeted grant applications that meet funder expectations. More details online [here](#)

When: Tuesday 17 February 2026, 6pm to 8.30pm (light refreshments available)

Where: Realm Library, Level 2, 179 Maroondah Hwy, Ringwood

Cost: \$20, \$10 concession, \$0 hardship. Please contact us if you need assistance to attend.

Bookings essential: [book here](#)

Online information sessions

Everything you need to know about the Maroondah Community Grants Program and the Arts and Cultural Grants Program.

Tuesday 3 March 2026, 7pm to 8pm

FREE, bookings essential

[Book here](#)

Thursday 5 March 2026, 1pm to 2pm

FREE, bookings essential

[Book here](#)

Library drop-in sessions

Come along and meet with Council officers who can assist with using the SmartyGrants online system, filling in the application form, discuss project ideas and answer any questions you might have.

Monday 16 March 2026

1pm to 3pm

Croydon Library

Wednesday 18 March 2026

5.30pm to 7.30pm

Realm Library

Monday 23 March 2026

10am to 12pm

Realm Library

Thursday 26 March 2026

5.30pm to 7.30pm

Croydon Library

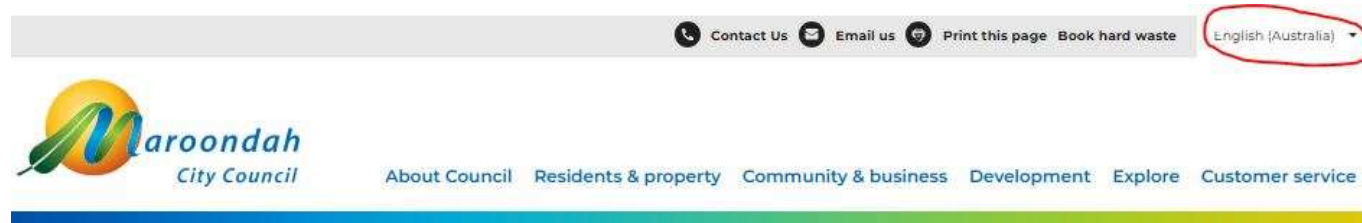
No bookings required, just drop-in. Details of all four sessions [here](#).

Multilingual support

If you need help with language, please call the Translating and Interpreting Service on 131 450. Tell them you are contacting Maroondah City Council and give them our phone number 1300 88 22 33 or 9298 4598.

Language Accessibility

Council's website translates into 14 languages other than English. Click on the drop-down menu in the top right corner of a web page to choose a language. See image below.



National Relay Service

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service and give the Maroondah City Council number you want to call.



Help with SmartyGrants

To make the online submission process as easy as possible, the following resources are available:

- Online Help Guide for applicants [Help Guide for Applicants](#)
- SmartyGrants Helpline, for technical assistance, call 9320 6888

Annual Community Grants

Annual Community Grants offer one-off support to eligible community groups and organisations to help deliver community-led activities that strengthen the Maroondah community and environment with a focus on working with others, building local networks, and increasing local participation and inclusion.

Key information

Who can apply	Eligible community groups and organisations
When to apply	Annually
Grants open	Monday 23 February 2026 at 9am
Closing date	Thursday 3 April 2026 at 11.59pm
Funding available	Up to \$10,000
How to apply	Apply online here We don't accept hard copy or emailed applications.

Who can apply

To be eligible to apply for this grant, you must:

- Be a not-for-profit community group or organisation that is [legally constituted](#), a registered pre-school or school, or [auspiced by an eligible organisation](#).
- Meet the [General Eligibility Requirements](#).

Who can't apply

- Individuals or independent artists.
- Community groups or organisations who are not legally constituted or who are not auspiced.
- Community groups or organisations that receive multi-year funding from Council.
- For-profit organisations.

What we can fund

- **Community activities** - design and deliver projects or programs that build organisational capacity, promote partnerships, respond to emerging local issues, promote social connection and/or create a sense of belonging.
- **Community festival/event** - design and deliver festivals or events that provide opportunities for people to gather, celebrate and value Maroondah's diverse community.
- **Environmental activities** - design and deliver projects, programs or events that focus on addressing climate change or which demonstrate a commitment to sustainability and the environment.

What we can't fund

- Core operating or staff costs.
- Project management or administration costs that are more than 10% of the total project cost (this does not include artist fees).
- Venue hire or tenancy fees associated with core operations or activities.
- Equipment purchase, replacement, maintenance, insurance or storage (unless related to the activity),
- Online subscriptions, software licences, or plans.
- Website or social media development or maintenance.
- Activities that are not open to the broader Maroondah community.
- Repeat activities that wholly or substantially rely on Council support for continuation.
- Repeat activities that are part of the applicant's core purpose or regular programming.
- Activities that duplicate support already available through Council or other providers.
- Activities that have a record of making significant revenue or profit.
- Activities that can be self-funded without the assistance of Council.
- Activities that may put Council at unacceptable risk by association.

What to expect

- Applications are invited and assessed once each year.
- Council officers will assess your application for eligibility and for merit using [Assessment Criteria](#) and [2026 Program Priorities](#).
- Submission of an application doesn't guarantee funding.
- Funding decisions are made by Councillors at an Ordinary Meeting of Council.
- Allow up to 12 weeks from date of closing to be notified of your application outcome.
- If your application is successful, you will be asked to:
 - Sign a [Funding Agreement](#) to accept the conditions of funding.
 - Provide details of a bank account in the name of the applicant (or auspice).
 - Submit an invoice on the Council template provided.
 - Tell us how your grant was used through a grant acquittal.
- Funds are paid after you sign the funding agreement and provide a valid invoice.

Annual Arts and Cultural Grants

Annual Arts and Cultural Grants offer one-off support for individual artists, creative practitioners, groups and organisations to deliver arts and cultural activities that increase creative participation, learning and expression and raise the profile of the arts in Maroondah and engage and provide benefit to our diverse community.

Key information

Who can apply	Eligible creative practitioners, arts and cultural organisations, and community groups and organisations
When to apply	Annually
Grants open	Monday 23 February 2026 at 9am
Grants close	Thursday 2 April 2026 at 11:59pm
Funding available	Up to \$10,000
How to apply	Apply online here . We don't accept hard copy or emailed applications.

Who can apply

To be eligible to apply for this grant, you must:

- Be an artist, creative practitioner, arts and cultural organisation, not-for-profit community group or organisation that is [legally constituted](#), a registered pre-school or school, or [auspiced by an eligible organisation](#).
- Meet the [General Eligibility Requirements](#).

Who can't apply

- Artists, creative practitioners, arts and cultural organisations, or community groups or organisations who are not legally constituted or who are not auspiced.
- Community groups or organisations with multi-year funding from Council.
- For-profit organisations whose core mission is not associated with arts and culture.

What we can fund

- **Arts participation and engagement** - Deliver new community engaged projects, programs or events that foster collaboration and partnerships between artists / arts organisations and the Maroondah community. Demonstrate how the project supports a diverse and culturally rich Maroondah that develops, increases and presents art / creative programs to explore and express locally important experiences and needs.
- **Creative development** - Develop new and innovative skills, projects, programs or events that support artists and creative practitioners and organisations to develop and flourish in their art form and increase local access to professional arts and cultural experiences in Maroondah.
- **Creative Placemaking** – Develop a quality arts project that reflects the cultural and social identity of Maroondah and creatively enhances public spaces.

What we can't fund

- Core operating or staff costs.
- Venue hire or tenancy fees associated with regular operation or activities.
- Equipment purchase, replacement, maintenance, insurance or storage.
- Subscriptions, software licences, or plans.
- Website or social media development or maintenance.
- Activities that are not open to the broader Maroondah community.
- Repeat activities that wholly or substantially rely on Council support for continuation.
- Repeat activities that are part of the applicant's core purpose or regular programming.
- Activities that duplicate support already available through Council or other providers.
- Activities that have a record of making significant revenue or profits.
- Activities that can be self-funded without the assistance of Council.
- Activities that may put Council at unacceptable risk by association.

What to expect

- Applications are invited and assessed once each year.
- Council officers will assess your application for eligibility and for merit using [Assessment Criteria](#) and the [2026 Program Priorities](#).
- Submission of an application does not guarantee funding.
- Funding decisions are made by Councillors at an Ordinary Meeting of Council.
- Allow up to 12 weeks from date of closing to be notified of your application outcome.
- If your application is successful, you will be asked to:
 - Sign a Funding Agreement to accept the conditions of funding.
 - Provide details of a bank account in the name of the applicant (or auspice).
 - Submit an invoice on the Council template provided.
 - Tell us how your grant was used through a grant acquittal.
- Funds are paid after you sign the funding agreement and provide a valid invoice.

Changemaker Grants

Changemaker Grants offer one-off support over 2 years to eligible community organisations operating in Maroondah to help deliver strategic projects aimed at addressing some of the more complex issues and needs facing the Maroondah community.

Key information

Who can apply	Eligible community organisations
When to apply	Biennially
EOI open	Monday 23 February 2026
Closing date	Sunday 22 March 2026 at 11:59pm for Expressions of Interest
Funding available	Up to \$20,000 over two years
How to apply	Apply online here We don't accept hard copy or emailed applications. There is a 2-stage application process: • Expression of Interest (open to all eligible applicants) • Full application (by invitation)

Who can apply

To be eligible to apply for this grant, you must:

- Be an organisation that is not-for-profit and [legally constitute](#)
- Have a core mission aligned to community health, safety, wellbeing or inclusion outcomes.
- Meet the [General Eligibility Requirements](#).

Who can't apply

- Individuals.
- For-profit organisations.
- Auspiced applications.

What we can fund

We encourage new projects or programs that:

- Address complex ongoing, growing or emerging needs of the Maroondah community.
- Present solutions to needs that are evidence-backed and locally innovative.
- Foster and grow local partnerships and networks.
- Leverage other income and support sources to extend reach and benefit.
- Consider sustainability beyond the 2-year period of this grant.

What we can't fund

- Venue hire or tenancy fees associated with the applicant's regular operations or activities.
- Equipment purchase, replacement, maintenance, insurance or storage.
- Subscriptions, software licences, or plans.
- Website or social media development or maintenance.
- Activities that wholly or substantially rely on Council support for continuation.
- Activities that are part of the applicant's core purpose or regular programming.
- Activities that duplicate support already available through Council or other providers.
- Replacement or top-up of discontinued or reduced income from other sources.
- Activities that are repeated as part of the applicant's regular programs or services.
- Activities that can be self-funded without the assistance of Council.

What to expect

Applications involve a 2-stage process:

1. Initial Expression of Interest
2. Follow-up full application by invitation.

Council officers will first assess your Expression of Interest for eligibility and merit using the [Assessment Criteria](#) and [2026 Program Priorities](#).

High priority Expressions of Interest will be identified from this assessment, with those applicants invited to submit a full application.

Funding decisions are made by Councillors at an Ordinary Meeting of Council. Submission of an application does not guarantee funding.

Allow up to 3 weeks from Expression of Interest closing date to be advised if you will be invited to submit a full application.

Allow up to 10 weeks from close of Changemaker full applications to be notified of the application outcome.

If your application is successful, you will be asked to:

- Sign a [Funding Agreement](#) to accept the conditions of funding.
- Provide details of a bank account in the name of the applicant (or auspice).
- Submit an invoice on the Council template provided.
- Tell us how your grant was used through a grant acquittal.

Funds are paid in line with the funding agreement on receipt of a valid invoice.

Emergency Relief Grants

Emergency Relief Grants offer financial assistance to eligible community groups and organisations operating in Maroondah to deliver emergency relief support and services to assist people in the Maroondah community experiencing financial distress, homelessness or other forms of adversity.

Key information

Who can apply	Eligible community organisations
When to apply	Available in 2026
Grants open	Monday 23 February 2026 at 9am
Grants close	Thursday 2 April 2026 at 11.59am
Funding available	Up to \$7,000
How to apply	Apply online here . We don't accept hard copy or emailed applications.

Who can apply

To be eligible to apply for this grant, you must:

- Be an organisation that is not-for-profit and [legally constituted](#).
- Have a core mission aligned to community welfare with a record of emergency relief provision.
- Meet the [General Eligibility Requirements](#).

Who can't apply

- Individuals.
- Community groups or organisations whose core mission is not associated with community welfare, food relief, material aid or other forms of emergency relief.
- Groups or organisations currently receiving multi-year funding from Council.
- For-profit organisations.

What we can fund

- Material support for people experiencing homelessness or hardship, in the form of food, clothing, grocery vouchers, medicine, etc.
- Community meals/food relief including access to healthy and culturally appropriate food.
- Other wrap-around support services such as financial counselling, family violence and/or mental health referral/counselling, health checks, etc.

What we can't fund

- Venue hire or tenancy fees associated with regular operations or activities.
- Equipment purchase, replacement, maintenance, insurance or storage.
- Subscriptions, software licences, or plans.
- Website or social media development or maintenance.
- Activities that duplicate support already available through Council or other providers.
- Activities that do not deliver material emergency relief to Maroondah residents in need.
- Replacements or top-up of discontinued or reduced income from other sources.
- Activities that can be self-funded without the assistance of Council.

What to expect

- Council officers will assess your application for eligibility and for merit using [Assessment Criteria](#) and the [2026 Program Priorities](#).
- Funding decisions are made by Councillors at an Ordinary Meeting of Council. Submission of an application doesn't guarantee funding.
- Allow up to 12 weeks from date of closing to be notified of your application outcome.
- If your application is successful, you will be asked to:
 - Sign a [Funding Agreement](#) to accept the general conditions of funding.
 - Provide details of a bank account in the name of the applicant (or auspice)
 - Submit an invoice on the Council template provided
 - Tell us how your grant was used through a grant acquittal.
- Funds are paid in line with the funding agreement on receipt of a valid invoice.

Quick Response Grants - individuals

Quick Response Grants for individuals help Maroondah residents to achieve their full potential by supporting them to take part in state, interstate or international activities in their chosen field. They recognise the significant sacrifices made and financial barriers faced by talented individuals in pursuing their goals.

Key information

Who can apply	Eligible individuals
When to apply	At least 2 months before your activity date
Grants open	1 July 2026. Grants are assessed every two months thereafter.
Closing date	Open year-round
Funding available	Up to: • Up to \$350 for Victorian / interstate activities • Up to \$500 for international activities Plus an additional 15% for Health Care, Pensioner Concession, or Veteran card holders Apply online
How to apply	We don't accept hard copy or emailed applications. These grants are available until the budget is exhausted.

Who can apply

To be eligible to apply for this grant, you must be:

- An individual.
- A resident of Maroondah.
- An Australian Citizen or Permanent Resident (with an appropriate visa).
- 18 years-old or over (or have parent/legal guardian authorisation if under 18).
- Able to provide proof of identity, residence and selection, qualification or invitation from the state, national or international organiser or peak body (see box below) at the time of application, as applicable.
- Able to meet the [General Eligibility Requirements](#).

Teams or groups:

Applications from more than 3 people from the same club/organisation, for the same event/activity will need to apply for a [Quick Response - community groups grant](#).

A peak body represents a specific profession, industry, or community, such as:

- A national sporting organisation (NSO) or national sporting organisation for people with disability (NSOD) recognised by the [Australian Sports Commission](#).
- An arts and cultural organisation including those recognised under the [Arts Industry Council of Victoria](#), [Creative Victoria](#), and [Creative Australia](#).
- Community sector peak bodies such as [Volunteering Victoria](#), [Ethnic Communities Council of Victoria](#), and [VCOSS](#).
- Environmental bodies such [EIANZ](#), and the [Australian Conservation Foundation](#).

What we can fund

- Event or activity registration or entry fees.
- Travel and accommodation to an event or activity.
- Purchase, hire and transportation of equipment or materials required to participate or present at an event, exhibition or activity.

What we can't fund

- Coaching, training, rehearsal, teaching or membership costs.
- School, TAFE, university, invitational or club-based tours and friendship competitions or events.
- School, TAFE, or university fees.
- Conferences or professional development courses.
- Self-created or produced activities or events.
- Community service, voluntary work or fundraising activities.
- Daily costs for food and beverage, personal products or accommodation on-costs (e.g. room service or minibar).
- Equipment or materials not directly associated with being able to participate in the activity.
- Production, promotion or distribution of CDs, DVDs, writing works, podcasts or vodcasts.
- Website or social media development or maintenance, subscriptions or software licences.
- Participation in an activity that will take place before an outcome on the application is possible.
- Applicants who have received a Quick Response - Individual Grant within the current or previous financial year from July to June.
- Retrospective projects, activities or events have already commenced).
- Activities held in the same or next month of your application date

What to expect

- Applications can be submitted at any time.
- Applications are assessed every 2 months, at the end of the month starting July.
- There will be no applications awarded in June each year.
- When we receive your application, we'll assess it in the next available assessment round.
- Council officers will assess your application for eligibility and consider the [2026 Program Priorities](#).
- Funding decisions are made by senior Council officers under delegation.
- Submission of an application does not guarantee funding.
- Allow up to 4 weeks from assessment to be notified of your application outcome.
- If your application is successful, you will be asked to:
 - Sign a [Funding Agreement](#) to accept the conditions of funding.
 - Provide details of a bank account in the name of the applicant (or authorising parent/guardian if under 18)
 - Submit an invoice on the Council template provided
 - Tell us how your grant was used through a Grant Acquittal.
- Funds are paid **after** your activity is completed, and after you provide evidence about how your grant was used.
- These grants are available until budget allocation is exhausted. We'll let prospective applicants know if this happens.

Quick Response Grants - community groups

Quick Response grants for community groups provide one-off support for the delivery of creative or community programs and activities that build participation and strengthen the Maroondah community and which may fall outside of the annual grant timeframes or are urgent or unexpected.

Key information

Who can apply	Eligible community groups and organisations
When to apply	At least 2 months before your activity date
Closing date	Open year-round, commencing 1 July 2026 Grants are assessed every two months thereafter.
Funding available	Up to \$1,500
How to apply	Apply online here We don't accept hard copy or emailed applications. These grants are available until budget is exhausted.

Who can apply

To be eligible to apply for this grant, you must:

- Be a not-for-profit community group or organisation that is [legally constituted](#), a registered pre-school or school, or [auspiced by an eligible organisation](#).
- Meet the [General Eligibility Requirements](#).
- Beneficiaries of community group applications participating in an event for which they have been selected must be Maroondah residents.

Who can't apply

- Individuals or independent artists.
- Community groups or organisations who are not legally constituted and are not auspiced.
- Community groups or organisations with multi-year funding from Council.
- For-profit organisations.

What we can fund

- **Small community or creative activities** - projects, programs and events that help a community group or organisation to achieve their own goals whilst strengthening the Maroondah community.
- **Small equipment** - Purchase of standalone small equipment that doesn't require installation, to support the organisation's ability to operate, improve accessibility, or help the environment.
- **New group start-up** - Assistance to establish a new community group in Maroondah that supports inclusion and participation of Maroondah's diverse community. For example, incorporation fees, Public Liability Insurance, member recruitment, or venue hire.

What we can't fund

- Project management or administration costs that are more than 10% of the total project cost (this does not include artist fees).
- Equipment replacement where the equipment is still considered to be within its useful life and/or that should be covered by insurance or registration/participation fees.
- Equipment insurance or storage.
- Public liability insurance for established groups.
- Requests to replace the same equipment that has already been funded by Council's Community Grants Program since July 2024.
- Small digital equipment purchases such as laptops, mobile phones or tablets above \$1,000.
- Online subscriptions, software licences, or plans.
- Website or social media development or maintenance.
- Activities that duplicate support already available through the Council or other providers.
- More than one year of start-up support for new community groups.
- New or top-up emergency relief support.
- Support to relocate to the Maroondah municipality, or to move to new premises if already based in the Maroondah municipality.
- Retrospective projects, activities or events have already commenced.

What to expect

- Applications can be submitted at any time.
- Applications are assessed every 2 months.
- When we receive your application, we'll assess it in the next available assessment round.
- Council officers will assess your application for eligibility and for merit using [Assessment Criteria](#) and the [2026 Program Priorities](#).
- Funding decisions are made by senior Council officers under delegation. Submission of an application doesn't guarantee funding.
- Allow up to 4 weeks from assessment to be notified of your application outcome.
- If your application is successful, you will be asked to:
 - Sign a [Funding Agreement](#) to accept the conditions of funding.
 - Provide details of a bank account in the name of the applicant (or auspice)
 - Submit an invoice on the Council template provided
 - Tell us how your grant was used through a grant acquittal.
- Funds are paid after you sign the funding agreement and provide a valid invoice.
- These grants are available until budget allocation is exhausted. We'll let prospective applicants know if this happens.

Assessment Criteria

We use the same assessment criteria for all grant streams where application merit is considered.

- Assessment criteria and weightings are used with Annual Community Grants, Annual Arts and Cultural Grants, Changemaker Grants, and Emergency Relief Grants.
- Assessment criteria are used as a general guide only, without weightings, for Quick Response grants for community groups.
- Assessment criteria and weightings are not used with Quick Response - grants for individuals.

	Considerations	Weighting
Community benefit	• The proposed activities are relevant to the grant program. • The application identifies why the project is important. • The application demonstrates meaningful partnerships/collaboration and directly benefits Maroondah residents. • Access, diversity, inclusion and gender equity have been considered. • The application aligns with Maroondah 2050 objectives.	50%
Planning and delivery	• The delivery approach is well-planned, achievable and measurable. • There are monitoring and evaluation processes in place. • The applicant has the resources and/or experience to manage the project.	30%
Budget	• The budget is thorough, achievable and reflects good value for money.	20%
TOTAL		100%

Program Priorities 2026

Below are the priorities for the 2026 Annual Grants Program:

- New applicants with limited means or ability to access other sources of funding.
- Applications that target outcomes for new, emerging or marginalised communities.

Assessment Process

The assessment process involves the following steps:

- Grants officers conduct an eligibility check on all applications based on the Community Grants Policy and Program Guidelines.
- Eligible applications are then assessed by 3 Council officers who score the application based on the above Assessment Criteria.
- The Grants Panel, consisting of the Grants Officer and two senior Council officers, then review the assessments and provide a list of applications recommended for funding.
- Recommendations made by the Assessment Panel are presented to Council for approval at a Council meeting in June/July.
- Applicants are informed of the outcomes following the Council meeting.

Funding Agreement

Successful applicants will need to sign a funding agreement with Council. This agreement explains the conditions for receiving the grant. We can't pay you without a signed agreement.

General conditions cover requirements for:

- Auspice/authorised person arrangements (if in place).
- Key dates relating to activity delivery and reporting.
- How the grant is to be used.
- Reporting on how your grant was spent and your activity outcomes (grant acquittal).
- Keeping and providing records about your grant, including receipts and invoices.
- Complying with relevant laws, regulations, policies and standards.
- Notifying us when circumstances relating to the grant change.
- Requesting our consent to make changes.
- Handling unspent funds.
- Acknowledgment of Council in line with the Acknowledgement and Publicity Guidelines.
- Insurances, including Public Liability Insurance.
- Providing a valid GST-compliant invoice on the Council template provided.

Council may make funding conditional on additional specific conditions being met.

Tips for applying

Before You Apply

Before you take the time to apply:

- Have you read these Guidelines?
- Have you identified the grant available that best suit your needs?
- Have you confirmed your eligibility?
- Are you able to supply requested supporting attachments?
- Have you spoken to a Council officer about what you are looking to apply for (strongly recommended).

Please see '[Getting Support](#)' on page 6.

When You Apply

The Community Grants Program is accessed through the SmartyGrants online platform where you can preview the application form and attach supporting documents. Visit SmartyGrants at <https://maroondah.smartygrants.com.au>.

You will need to create a new account or log in if you have an existing account. Once you have an account, you can start your application. You can save and return to your application as often as you like before you submit your final application. When you submit your application, you will receive an acknowledgement email and application number.

To make the online submission process as easy as possible, the following resources are available:

- Help Guide for Applicants and Applicant FAQs at <https://applicanthelp.smartygrants.com.au/>
- SmartyGrants Helpline: 9320 6888.

After You Apply

After your application has been assessed and an outcome has been decided, you will be notified by email to let you know if your application has been successful or unsuccessful. Council's decisions are considered final.

If your application is successful

We'll provide you with an information pack to help you meet your grant obligations.

You will need to:

- Sign a funding agreement that outlines the Conditions of Funding
- Provide bank account details
- Provide an invoice on the Council template provided
- Tell us how you used your grant through a Grant Acquittal.

Before we can pay you, any overdue debts owed to Council must be paid or outstanding grant acquittals must be completed.

There is an expectation that successful applicants attend the grant recognition evening.

If your application is unsuccessful

We will let you know why your application was ineligible or unsuccessful and you're welcome to seek further feedback from the Community Development team on 9298 4598 or by email at grants@maroondah.vic.gov.au. You can also express a grievance, which will be handled in line with Council's [Complaints Policy](#).

Eligible applicants are encouraged to take on feedback and apply again.

Other information

What 'legally constituted' means

'Legally constituted' in the context of eligibility for these grants means an organisation registered under law. Examples include:

- Associations (registered under the *Associations Incorporation Act 2012*).
- Charities registered with the Australian Charities and Not-for-profits Commission (ACNC).
- Organisations with Deductible Gift Recipient (DGR) or Public Benevolent Institution (PBI) status.
- Cooperatives.
- Companies limited by guarantee and/or limited by shares (non-distribution of profits or dividends).
- Trusts that are registered with the Australian Charities and Not-for-profits Commission (ACNC).
- Local Aboriginal Land Councils.
- Organisations established under an Act of Parliament.

Role of an auspice organisation

An auspiced application is where one organisation agrees to apply for and manage a grant on behalf of another organisation or individual who isn't [legally constituted](#) (see above). If the application is successful, the auspice organisation will receive the funds, manage the project, and sign off on grant acquittals.

If you need an auspice organisation, they must be an eligible organisation under these Program Guidelines. The auspice organisation must be nominated in your application with evidence that they have agreed to auspice, in the form of a signed letter of commitment on the Council template provided.

Events on Council land

Any planned event on Council land requires an Event Application Form to be submitted at least four months prior to your event. Please note, this is separate to the Grant Application Form. Council land includes facilities such as: sporting reserves, bushland reserves, open space, roads, car parks. More information can be found at www.maroondah.vic.gov.au/Running-an-event-on-Council-land.

Public art on Council-owned sites

If you wish to install public artwork as part of your grant project, Council highly recommends finding a site that is privately-owned, but with public exposure, subject to approval of the site owner.

Public art projects on Council-owned sites can be more complex due to the nature of risk management, maintenance costs and infrastructure upgrades on Council sites. If your project includes any public art component, it is essential that you contact the Arts Development Officer, and the Public Art Program Lead. Email publicart@maroondah.vic.gov.au to discuss your project further.

Grant applications for public art projects will be additionally assessed on the applicant's understanding of the logistics, risk assessment and site-management of public art projects.

Child Safe Standards

Maroondah City Council is committed to being a child-safe organisation where all children and young people are valued and protected from harm and abuse. We have zero tolerance for child abuse.

As part of our commitment to the Victorian Child Safe Standards, Council has child safety requirements in place to help ensure the safety of children and young people under 18 years of age when providing grant funding to other organisations, groups or individuals.

Council will request information and evidence in support of these requirements at the grant application and/or funding agreement stage.

Applying a gender lens

Maroondah City Council is committed to working towards a community where everyone is safe, valued and enjoys equity of opportunity and outcomes.

Our commitment to gender equality is embedded in our Council Plan, *Maroondah 2050 – Our future together*, *Maroondah Liveability Wellbeing and Resilience Strategy 2021-2031* and our *Gender Equality Action Plan 2021-2025* available on Council's website.

Gender equality is an important determinant for health and wellbeing. Women, men and gender diverse people face different experiences based on social conditioning and subtle biases. Designing or delivering a project by treating all people as the same may not necessarily result in equal outcomes.

Budget tips

- **All budget items must be exclusive of GST**
- Please provide a comprehensive budget including the anticipated grant amount shown as 'income'.
- Include total budget income and expenditure for the entire project, not just the Council contribution. This can include in-kind venue hire (per hour), volunteer hours, donations, etc.
- In all applications, make sure you declare all sources of income relating to the project, including other grants, donations and in-kind contributions such as volunteer hours, use of facilities, etc.
- The standard rate for in-kind volunteer hours is \$30 per hour for general volunteer roles. For highly skilled or professional volunteer roles (e.g medical specialists, lawyers, accredited trainers), a higher rate may be used if justified and reflects the typical market rate for the relevant profession. For example, a volunteer lawyer or medical specialist may be valued at \$150 per hour.
- Reflect donations and in-kind support on both sides of your budget (see budget example below).
- Total Income (including anticipated grant amount) should equal Total Expenditure. If you have any budget questions, [please refer to the relevant Council officer](#) (page 6).

Example budget

Income		Expenditure	
List all sources and amounts of income directly related to the proposed to the proposed activity, for example:		List all costs directly related to the proposed to the proposed activity, for example:	
Donations	\$140	Stationery, admin, promotional costs	\$300
Art space rental provided (in-kind)	\$180	Materials, plants, tiles, etc	\$320
Workshop entry fees	\$ 80	Wheelchair assistance	\$400
Community Grant	\$800	Art space rental	\$180
Total income	\$1200	Total expenditure	\$1200

Remember to attach these documents

Community groups or organisations must provide:

- Your current Public Liability Insurance Certificate of Currency, or that of your [auspice](#) organisation (if applicable).
- If using an [auspice](#) organisation, a letter of commitment from the auspice organisation. A template link is provided in the application form.
- If partnering with others, a letter of support and commitment from the partner/s. A template link is provided in the application form.
- Quotes to support the proposed budget.

Individuals applying for Quick Response Grants must provide:

- Proof of selection, qualification or invitation from the state, national or international organiser or peak body.
- Proof of identity such as a Driver's Licence or a Proof of Age card if under 18) and residence (e.g. Rates Notice or utility bill).

Privacy Statement

Maroondah City Council is committed to the privacy principles as prescribed by the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*. Your information is required to ensure that your application can be assessed, and a determination made on it. Personal and identifying information will not be disclosed except as required by law.

Contact Us

1300 88 22 33 or 03 9298 4598

SMS: 0468 003 100

TIS: 131 450 (Translating and Interpreting Service)

NRS: 133 677 (National Relay Service)

maroondah@maroondah.vic.gov.au

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Visit us

Croydon

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Realm

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