

# Knox City Council Community Grants Guidelines 2025-2026

April 2025



Image Credit: Outer East Food Share Pop Up Market

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# Introduction

Knox Council provides an annual budget to a range of grant programs designed to capture the priorities of the community and enable or community to thrive. All our grant programs are underpinned by the following principles:

- Funded projects/activities will provide benefit to the Knox community and help meet Council's objectives.
- Co-operation and collaboration between groups is encouraged.
- Grants processes will be consistent, equitable and transparent; and
- Grants processes will support and strengthen community groups in developing local solutions to local needs.

The community grants outlined in these guidelines are:

|                            |  |         |
|----------------------------|--|---------|
| Minor Grants Program       | • Minor Grants can help Knox's not-for-profit community organisations with quick response grants up to \$2,500. Grant applications are assessed and allocated monthly to eligible groups.  | Monthly |
| Emergency Relief Fund      | • The Emergency Relief Fund is a new grant program at Knox Council that offers accessible funding to local service providers in Knox or those servicing Knox residents, enabling them to deliver immediate and essential support to individuals in need within the Knox community. | Monthly |
| Community Development Fund | • The Community Development Fund offers grants for projects, programs and events that benefit the Knox community.  | Yearly  |

**We welcome and encourage applications from a wide range of groups, including but not limited to:**

**First Peoples, LGBTQI+, Seniors, Organisations representing or supporting diverse cultural communities and people with a disability.**

**We also encourage partnership and collaboration between organisations.**

## Who can apply?

Organisations who meet the following criteria are eligible to apply for the Minor Grant Program, Emergency Relief Fund or Community Development Fund:

- **Operational location:** the organisation must operate within the boundaries of Knox or provide services to Knox residents.
- **Australian Business Number:** The organisation must have an Australian Business Number (ABN) or complete a Statement by Supplier form.
- **Governing body:** The organisation must have a Committee of Management or similar governing body that accepts responsibility for administering the grant.
- **Working With Children:** Employees, contractors, and volunteers (aged 18 and over) involved in the organisation must hold a valid and current Working with Children Check if the organisation provides services, facilities, or activities for children or young people under 18 years old. A signed statutory declaration is required as part of the application.
- **Previous grant expenditure:** The organisation must have provided evidence to Council's satisfaction regarding the expenditure of any previous grants received from Council.
- **No outstanding debts:** The organisation must have no outstanding debts to Knox City Council.
- **Not-for-profit status:** The organisation must be a not-for-profit legal entity that provides services, support, or activities to the Knox community.
- **Public liability insurance:** The organisation must hold adequate public liability insurance appropriate for the activity outlined in the application.
- **Required permits and plans:** The organisation must have obtained any necessary permits or plans required by law specific to the activity.
- **Electronic Gaming Machines policy:** The organisation must not operate Electronic Gaming Machines, in accordance with Council's Electronic Gaming Machine Policy.

# Application Process

## How to apply

All our grant programs are accessed through the Smartygrants online platform where you can read more about the grant and view the application form. Once you begin your application, you can upload documents and save and return to your application as often as you like before submitting to us.

## When will I know the outcome of my application?

All applicants will be notified of the outcome of their application by email. If approval is required at a Council meeting, you will be notified of the outcome in the days following the meeting.

## What happens if my application is successful?

Successful applicants will be required to enter into a formal funding agreement which sets out the details of the grant. The agreement will clearly define what the grant is for and specify the terms and conditions to foster effective project delivery and the protection of public funds.

## What happens if my application is unsuccessful?

If you are not successful, we encourage you to talk to us and seek feedback on your application and make further applications in the future.

## Your Privacy

As part of the Information Privacy Act Statement of Consent, Council collects information from grant applicants for the purpose of registering and administering grant applications for the specified funding period. The information may also be used to send you relevant associated information and to ascertain satisfaction with our services. The information will not be disclosed except as required by law. In particular, the information will not be disclosed to others for marketing purposes.

## Administrative Updates

Occasionally, circumstances may require minor administrative updates to this document. If the change doesn't significantly affect the guidelines, it can be made administratively and approved by the CEO. Examples include changes to department or position names, government department names, or minor legislative amendments with no major impact. Any change that could materially alter the intent of the procedure must be considered by Council.

## I need help!

If you are having difficulty applying online, we are here to help. Contact the Community Partnerships Team on 03 9298 8000 or email [cdf@knox.vic.gov.au](mailto:cdf@knox.vic.gov.au).

# What can't grant funds be used for?

- **Organisations, projects or programs outside Knox** unless they offer clear benefits to Knox residents.
- **Projects run by political or religious groups** to promote core beliefs.
- **Retrospective payments or expenses** for activities or expenses undertaken before Council approval.
- **General fundraising or funding** for prizes sponsorships, donations, trophies, or gifts.
- **Electronic Gaming Machines** – for events or activities at venues with electronic gaming machines.
- **State or Federal government responsibilities** – projects may not be an event or activity that is the core funding responsibility of another level of government.
- **Alcohol** – grant funds cannot be used for the purchase of alcohol in any circumstances. This includes items that support the consumption and/or storage of alcohol.
- **Operating expenses** – items that usually form part of your reasonable operating budget such as wages, rent, maintenance, utilities, cleaning, insurance etc) unless it can be demonstrated to Council's satisfaction that exceptional circumstances warrant consideration. For sporting clubs, this includes routine or everyday equipment required for playing sport (i.e., balls).
- The use or hire of **inflatables, amusement rides, or fireworks**.
- **Camps for children or young people under 18** that include overnight stays.
- **Transport costs** unless transport is a significant barrier that can only be addressed with grant funding.
- **Printed merchandise or branded materials** primarily used to promote another organisation.
- **Expenditure contributing to carbon emissions** when more sustainable options are available, such as single use plastics or excessive printing.
- **Recurring applications** – for the same or substantially same project, event, activity or equipment purchase that has been approved for two previous consecutive financial years unless significant community need can be demonstrated.
- **Catering expenses** that exceed 20% of the total grant amount being requested.
- For any **items of equipment** without a co-contribution of at least 10%.
- **Educational institutions and State or Federal Government departments** and agencies are excluded from Knox Grant programs.

# Funding Conditions

## Funding agreements

All successful applicants are required to enter into a funding agreement. Funding agreements detail the terms and conditions of the grant, the relevant accountability requirements relating to the delivery of the project and financial reporting expectations.

## Use of grant funds

Funding may only be used for the purpose stated in the grant application and funding agreement, unless exceptional circumstances prevent delivery of agreed projects. In which case, grant recipients must seek approval from Council for any proposed changes to expenditure or acquittal timeframes.

## What happens if circumstances change impacting the delivery of our project?

We understand from time to time, circumstances may change. Please contact the Community Partnerships Team on 03 9298 8000 to discuss your project and any foreseeable impacts to the delivery of your project.

## Child Safe Standards

Knox City Council has a zero tolerance for child abuse. Organisations that provide services or facilities for children are required by law to comply with the Victorian Child Safe Standards to safeguard children. Obligations are detailed on the Commission for Children and Young People (CCYP) website. Council will request information and evidence from your organisation in support of these obligations as part of the Funding Agreement.

## The role of an Auspice

An auspice arrangement occurs when a larger organisation helps a smaller group apply for and manage a grant. The larger organisation, known as the auspice, manages the grant funds and provides public liability insurance for the event or activity.

To use an auspice, you'll need to provide proof of their agreement, typically in the form of a letter, which should be uploaded with your grant application on SmartyGrants. The auspice must meet the Eligibility Criteria in the "Who Can Apply" section of the guidelines.

## Events or artwork on Council owned sites

If your event or project is being planned on Council land or installed in/on a Council owned building, you will need to ensure that all relevant permits and/or event applications are submitted prior to submitting your grant application.

## Alignment with the values of Knox City Council

Grant recipients must demonstrate behaviour that aligns with and supports the core values of Knox City Council. This includes, but is not limited to, conducting activities in a manner that promotes respect, integrity, inclusivity, accountability, and responsibility. Organisations that don't adhere to these values may be required to return grant funds to Council and may not be eligible for future grant funding.

## Alignment with Knox Council and Health and Wellbeing Plan

All applications for funding must demonstrate benefit to the Knox community and will be considered in relation to the objectives and directions of Knox City Council and Health and Wellbeing Plan.

# Definitions

|                                     |  |
|-------------------------------------|--|
| <b>Acquittal</b>                    | Means the information provided by the grant recipient that proves that funds have been spent responsibly and in line with the guidelines of each grant program.  |
| <b>Assessment Panel</b>             | A specific purpose committee to provide recommendations to Council on the Community Development Fund grant allocations.  |
| <b>Auspice</b>                      | An established not-for-profit legal entity that agrees to take responsibility for the grant obligations of an unincorporated or informal or newly established group with no legal status.                  |
| <b>Chief Executive Officer</b>      | Means the Chief Executive Officer of Knox City Council.  |
| <b>Community Group/Organisation</b> | Means a legal entity which provides services, support or activities to the Knox community.   |
| <b>Community Representative</b>     | A member of the community appointed by Council to participate in the Panel Assessments.  |
| <b>Council</b>                      | Means Knox City Council, whether constituted before or after the commencement of these Guidelines.   |
| <b>Delegate(s)</b>                  | Means a Council Officer selected by the Chief Executive Officer to administer the Grant Programs.  |
| <b>Event</b>                        | Means an event, celebration, conference, performance or exhibition open to the community and held within the boundaries of Knox City.  |
| <b>Funding Agreement</b>            | Means an agreement between the grant recipient and Council that documents the agreed objectives of the grant and the accountability requirements of the grant.   |
| <b>Grant</b>                        | Means a sum of money given to an organisation with the expectation that the money will be used for an agreed and specific purpose.   |
| <b>GST</b>                          | Goods and Services Tax.  |
| <b>Individual</b>                   | Means a resident of the Knox Municipality.   |
| <b>Legal Entity</b>                 | An incorporated association, a co-operative, a company limited by guarantee or a trust or other organisation established under an Act passed by the State or Commonwealth.                                 |
| <b>Not-for-Profit Group</b>         | A group or organisation that is not operating for the profit or gain of its individual members and any profit or surplus is directed back into the operation of the organisation to carry out its purpose. |

# Minor Grants Program

The Minor Grants Program provides accessible funding to support community-led activities in Knox that promote volunteer effort, civic participation, and align with the Knox Council and Health and Wellbeing Plan.

Grants are available for small, short-term projects, equipment purchases, or repairs, with a maximum grant of \$2,500. Applications are assessed and allocated monthly.

Minor Grants operate under three tiers based on the amount requested as follows:

| Application Amount        | Assessment and Determination   | Grant Accountability and Acquittal  |
|---------------------------|--|---|
| Up to and including \$500 | Assessed and determined by the CEO or delegate. Reported to Council at next ordinary meeting of Council. | Electronic Funds Transfer consent for payment and Acquittal showing proof of expenditure / purchase (i.e. receipt, paid invoice, bank statement).       |
| \$501 to \$1,000          | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.       | Funding Agreement and Acquittal required that show proof of expenditure / purchase (i.e. receipt, paid invoice or bank statement) and benefit of grant. |
| \$1,001 to \$2,500        | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.       | Funding Agreement and Acquittal required that show proof of expenditure / purchase (i.e. receipt, paid invoice or bank statement) and benefit of grant. |

## Minor Grant Applications that may be supported

- Small, incidental (secondary or miscellaneous) amounts for one-off projects, activities or equipment purchases or repairs that will benefit Knox residents.
- Applications that support groups to minimise waste or adapt to climate change are encouraged.
- Be for funds that will be expended within 12 months from receipt of the grant.
- Be for an amount of no more than \$2,500.

## Minor Grant Applications that won't be supported

- Applications that are more appropriately funded under another Council grant program.
- For the same, or substantially same project, activity or equipment purchase by the same applicant approved within the current financial year unless significant community need can be demonstrated.
- Items typically included in an organisation's operating budget (e.g., salaries, rent, maintenance, utilities, insurance) will not be funded unless exceptional circumstances are demonstrated to the Council's satisfaction.
- For Sporting clubs, grant funding will not support the purchase of routine or everyday sports equipment required for playing sport (i.e. balls)
- Requests for catering costs of more than 20% of the total grant amount being requested.

### Crisis Response Provision for Minor Grants

In the event of a declared emergency or exceptional circumstance, such as a natural disaster or pandemic impacting the municipality, Council or it's delegate may waive specific clauses in this document to enable appropriate support to community organisations.

### Application Submission Deadlines

Applications must be submitted at least 15 working days before the Council meeting to allow time for assessment. Late applications for the May Council meeting will be carried over to the new financial year. No Minor Grants will be awarded in June due to end-of-year processes. Applicants will be notified if their application is delayed until the new financial year.

### Minor Grant Program Application Process

All applications must be completed through the Smartygrants Online Portal, which can be found here: [Minor Grants Application](#)

### Budget Allocation

If the Minor Grants Program budget allocation is exhausted before May, the Program will be suspended immediately. New applications will not be accepted until the beginning of the new financial year.

### Minor Grants Program Oversight

The Minor Grant Program and any allocation and payment of Minor Grants will be temporarily suspended prior to any Council election or by-election in accordance with Council's Election Period Policy.

| Dates to Remember        |   |
|--------------------------|---|
| <b>23 June 2025</b>      | Submission deadline for July Council Meeting      |
| <b>14 July 2025</b>      | Council Meeting                                   |
| <b>21 July 2025</b>      | Submission deadline for August Council Meeting    |
| <b>11 August 2025</b>    | Council Meeting                                   |
| <b>18 August 2025</b>    | Submission deadline for September Council Meeting |
| <b>8 September 2025</b>  | Council Meeting                                   |
| <b>22 September 2025</b> | Submission deadline for October Council Meeting   |
| <b>13 October 2025</b>   | Council Meeting                                   |
| <b>20 October 2025</b>   | Submission deadline for November Council Meeting  |
| <b>10 November 2025</b>  | Council Meeting                                   |
| <b>17 November 2025</b>  | Submission deadline for December Council Meeting  |
| <b>8 December 2025</b>   | Council Meeting                                   |

# Emergency Relief Fund

The Emergency Relief Fund is a new grant program at Knox Council that offers accessible funding to local service providers in Knox or those servicing Knox residents, enabling them to deliver **immediate and essential support** to individuals in need within the Knox community.

Immediate and essential support may include the provision of food, bedding, clothing, vouchers, medication and other vital services, along with community meals and new initiatives aimed at addressing immediate and essential needs of individuals requiring support in Knox.

All Emergency Relief Fund Applications are assessed and allocated monthly with applications completed through the Smartygrants Online Portal.

The Emergency Relief Fund operates under two tiers based on the amount requested as follows:

| Application Amount        | Assessment and Determination   | Grant Accountability and Acquittal  |
|---------------------------|--|---|
| Up to and including \$500 | Assessed and determined by the CEO or delegate. Reported to Council at next ordinary meeting of Council. | Electronic Funds Transfer consent and Acquittal showing proof of expenditure / purchase (i.e. receipt, paid invoice, bank statement). |
| \$501 to \$20,000         | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.       | Funding Agreement and Acquittal showing proof of expenditure / purchase (i.e. receipt, paid invoice, bank statement).                 |

## Emergency Relief Fund Applications that can be supported:

- Projects that focus on assisting people in Knox with an immediate crisis or those with unmet essential needs.
- Initiatives focusing on acquiring and distributing food and other emergency supplies such as bedding and clothing.
- Projects that involve purchasing items to store rescued food.
- Capacity building of services in Knox to enable and expand continued support of people in Knox.

## Emergency Relief Fund Applications that won't be supported:

- Multiple applications from the same applicant.
- Funding requests for individuals.
- Projects that don't demonstrate community wellbeing or enhance access and inclusion.
- Projects from applicants whose primary mission does not align with the purpose of this fund, which is enabling the delivery **of immediate and essential relief and support** to individuals in need Knox.
- Applications for costs relating to core business activities, such as wages, salaries, rent, utilities etc.
- Fundraising activities.

## Emergency Relief Fund Application Process

All Emergency Relief Fund Applications will first be reviewed by Council Officers for eligibility outlined in these guidelines and the Grant Framework Policy and recommended to Council based on the following criteria.

- ✓ **Clear Organisational Need or Opportunity** – the project addresses a specific, evidence-based need or opportunity within Knox – 30%.
- ✓ **Consultation and Partnership** – The application demonstrates consultation and collaboration with other organisations – 20%.
- ✓ **Organisational Capacity** – The organisation has the capacity to effectively deliver the project 25%.
- ✓ **Project Budget** – The project budget is well structured and reasonable – 25%.

Applications will be presented to Council each month for consideration and decision. Applications must be completed through the Smartygrants Online Portal, which can be found here: [Emergency Relief Application](#)

| Dates to Remember        |   |
|--------------------------|---|
| <b>23 June 2025</b>      | Submission deadline for July Council Meeting      |
| <b>14 July 2025</b>      | Council Meeting                                   |
| <b>21 July 2025</b>      | Submission deadline for August Council Meeting    |
| <b>11 August 2025</b>    | Council Meeting                                   |
| <b>18 August 2025</b>    | Submission deadline for September Council Meeting |
| <b>8 September 2025</b>  | Council Meeting                                   |
| <b>22 September 2025</b> | Submission deadline for October Council Meeting   |
| <b>13 October 2025</b>   | Council Meeting                                   |
| <b>20 October 2025</b>   | Submission deadline for November Council Meeting  |
| <b>10 November 2025</b>  | Council Meeting                                   |
| <b>17 November 2025</b>  | Submission deadline for December Council Meeting  |
| <b>8 December 2025</b>   | Council Meeting                                   |

### **Emergency Relief Fund Application Submission Deadlines**

For applications to be considered at a Council meeting, they must be received at least 15 working days prior to the meeting date to provide enough time to assess and report the application to Council.

Applications received after the closing date for presentation to the May Council meeting, will be held over until the new financial year. No Emergency Relief Fund applications will be awarded in June to allow for end of financial year processes.

### **Emergency Relief Fund Funding Requirements**

Projects that request funding in excess of \$10,000 will be required to have a co-contribution achieved either via cash or in-kind contributions.

Recipients of the Emergency Relief Fund grants are strongly encouraged to participate in Knox Emergency Relief Network.

### **Emergency Relief Fund Program Oversight**

The Emergency Relief Fund and any allocation and payment of Emergency Relief Fund Grants will be temporarily suspended prior to any Council election of by-election in accordance with Council's Election Period Policy.

### **Emergency Relief Fund Budget Allocation**

If the Emergency Relief Fund budget allocation is exhausted before May, the Program will be suspended immediately. Applicants will be advised if their applications cannot be processed.

# Community Development Fund

The Community Development Fund is an annual grant program designed to capture the priorities of the Community and enable our community to thrive. It provides grants to develop, enhance and support the sustainability of not-for-profit organisations in the delivery of projects or programs that benefit the Knox community. The funding period is November 2025 to November 2026. Council will provide an allocation in each annual budget to fund the Community Development Fund program. The 2025-2026 Funding Categories are outlined below:

| Community Development Fund Category                                 | Objectives   | Requirements  |
|---|--|---|
| <b>Active Ageing<br/>Up to \$5,000</b>                              | For activities, projects or programs that promote social connection, health and wellbeing, volunteer engagement for positive ageing in Knox.   | Applications should provide participation outcomes and encourage intergenerational connections that value the contribution of older people in Knox.   |
| <b>Community Strengthening<br/>Up to \$15,000</b>                   | For projects or programs that strengthen the Knox community through the support of a diverse range of activities, services and programs that are responsive to community needs and significantly benefit the Knox community. | Applications will need to demonstrate significant benefit to Knox residents and include strategies for sustainable delivery (if required) of the project beyond the grant program.  |
| <b>Cultural Celebrations and Community Events<br/>Up to \$3,000</b> | To support projects, programs or events that increase awareness and understanding of diverse cultures within the community and enhance social inclusion and participation for all residents of Knox.                         | Applications should demonstrate collaboration and partnership where possible.<br>A community event usually attracts less than 500 people.   |
| <b>Arts and Events<br/>Up to \$15,000</b>                           | To assist community organisations with the delivery of Community Festivals, Events and Creative Activities   | Applications should demonstrate engaging with and showcasing local artists, musicians, theatre performers etc.<br>To qualify as an eligible event in this category, the event must be open to the wider community and attract more than 500 people. |
| <b>Environment and Sustainability<br/>Up to \$5,000</b>             | To assist community organisations with projects or purchases that support the natural environment and sustainability or supports capacity building or participation numbers of an environmental group.                       | Applications will need to demonstrate positive biodiversity and/or sustainability outcomes in alignment with Council strategies.  |
| <b>Active Communities<br/>Up to \$5,000</b>                         | To assist with capacity building of sport and leisure clubs to deliver programs and projects that promote club wellbeing, diversity, inclusion, gender equity, volunteer engagement and retention.                           | Applications will need to show consideration of diverse communities and contribute to the sustainability of the club.   |
| <b>Small Equipment Grants<br/>Up to \$5,000</b>                     | For small, essential equipment purchases that enhance the sustainability of the organisation.  | Applications will need to show a minimum co-contribution of 10% of the cost of the equipment contributed by the applicant.  |

### Community Development Fund Applications that may be supported

- Applications demonstrating clear project goals, defined outcomes, and a detailed plan and budget.
- Applications that clearly support Council's strategic objectives and priorities captured in the Council Plan and Health and Wellbeing Plan 2025-2029.
- Community need is demonstrated and addressed within the application.
- Projects and events that demonstrate collaboration with other local organisations and services, share resources within the community, and involve volunteers will be favourably considered.

### Community Development Fund Applications that won't be supported

- Applications that are submitted after the submission period closes will not be eligible.
- Projects that are more appropriately funded under another Council grant program.
- Applications for the same or similar project funded by CDF for three consecutive years (except for annual community events) will only be considered if significant community need is demonstrated.
- Projects relating to capital or facility upgrades or maintenance. For example, projects that primarily focus on improvement, replacement, disposal or addition to fixed assets such as land, building and facilities.
- Operating Expenses relating to the day-to-day costs incurred in carrying out your usual business. This includes expenses such as salaries for existing positions, insurance, utilities, cleaning and general maintenance.
- Applications for equipment must include a co-contribution from the applicant of at least 10%.

## Community Development Fund Application and Assessment Process

All Community Development Fund Applications must first be discussed with the Community Partnerships team for eligibility outlined in these guidelines. You can contact the team on 03 9298 8000.

The 2025-2026 Community Development Fund information sessions, opening and closing dates are shown below, and we encourage you to attend the Grant Information Sessions.

| Dates to Remember                   |  |
|-------------------------------------|--|
| <b>14<sup>th</sup> May 2025</b>     | Grant Writing Training Session                               |
| <b>30<sup>th</sup> May 2025</b>     | <b>Applications open (9am)</b>                               |
| <b>29<sup>th</sup> May 2025</b>     | Knox City Council Grant Program Information Session (online) |
| <b>12<sup>th</sup> June 2025</b>    | Knox City Council Grant Program Information Session (online) |
| <b>30<sup>th</sup> June 2025</b>    | <b>Applications close (midnight)</b>                         |
| <b>27<sup>th</sup> October 2025</b> | Council meeting (endorsement of Panel recommendations)       |

## Community Development Fund Assessment Criteria

All Community Development Fund applications are assessed on the following weighted criteria:

- Clear demonstration of community need and proposed project objectives – 30%.
- The capacity of the organisation applying for the grant to deliver the project and manage the grant – 25%.
- The degree to which the project is shown to have a clear financial need, is feasible and financially viable – 20%.
- The level of benefit to Knox residents – 15%.
- Demonstration of consultation and partnership with others – 10%.

## Community Development Fund Application Process

The annual Community Development Fund submission round will be widely publicised and promoted to the Knox community.

All applications are to be submitted via the Knox City Council Smartygrants Portal, and must include:

- ✓ Your current Public Liability Insurance Certificate of Currency
- ✓ Your most recent full year financials
- ✓ Quotes to support the proposed expenses/budget.
- ✓ Evidence of your organisation's legal status
- ✓ Project Plan

## How are Community Development Fund applications assessed?

Applications are evaluated by the Community Development Fund Assessment Panel, which consists of approved Community Representatives, with support from Council Officers.

The assessment is conducted in accordance with the Community Development Fund Assessment Panel Terms of Reference.

In addition, expert advice is gathered from relevant Council Officers who provide subject matter expertise on specific submissions. This Officer advice is presented to the Assessment Panel as an additional resource to assist in their thorough review and consideration of each application.

## How are Community Development Fund applications decided?

After the funding round, a report is presented to Council, summarising the recommendations from the Community Development Fund Assessment Panel. Council will then consider and endorse these recommendations.

# Acquittals

## What is an acquittal?

An acquittal is a report that the successful grant applicant submits, showing how the grant was spent and the outcomes of the funded activity. This report helps confirm that the funding was used as intended. Submitting an acquittal is required. If you don't complete it or provide the necessary documentation, it may affect your ability to apply for future grants.

## Why is an acquittal important?

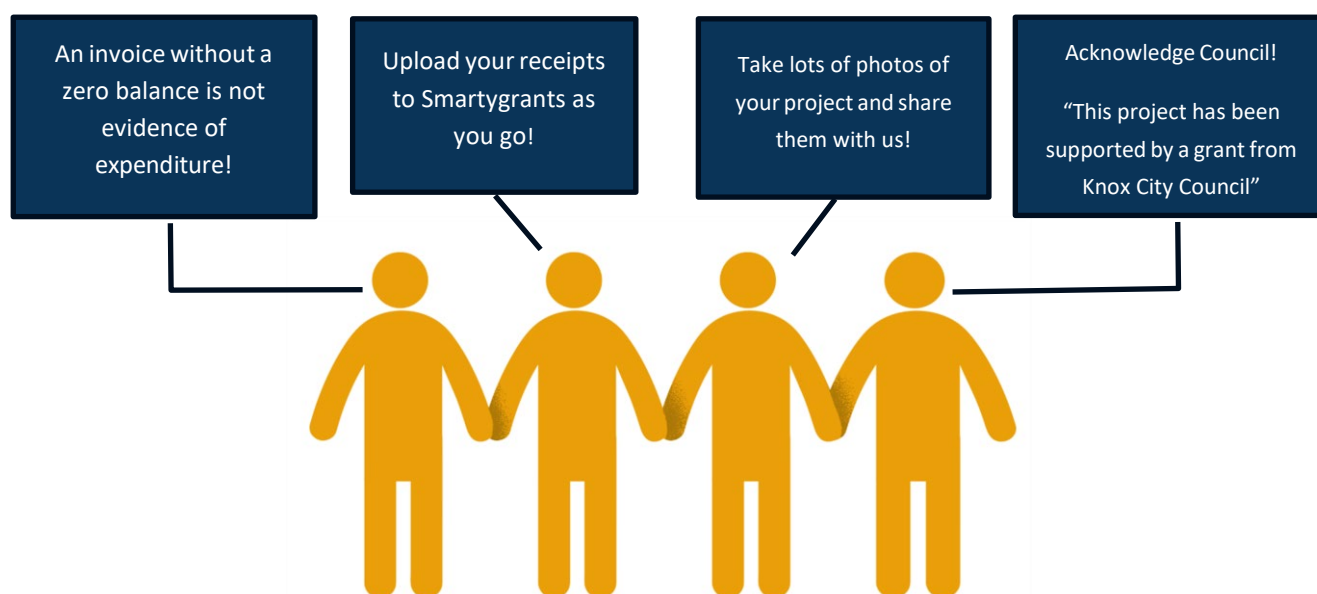
An acquittal is important to ensure public funds are used responsibly, according to the Funding Agreement and grant program guidelines. Applicants must provide evidence of purchases and confirm the funds were spent on approved items.

If the acquittal report is incomplete or missing, your organisation may not be eligible for future Knox City Council grants. Additionally, any unreported funds will need to be returned to the Council.

## Tips for a successful acquittal

- ✓ Complete and submit the acquittal online using the Smartygrants Portal
- ✓ Submit the acquittal as soon as possible at the completion of your project/event.
- ✓ Upload evidence of acknowledgement of council funding
- ✓ Include your receipts or other evidence of payment to the value of the grant. Remember – these need to show payment or a zero balance!
- ✓ Attach photos or videos of your project/event.
- ✓ Provide a summary of the benefit to the community. We love to hear your stories!
- ✓ If required – return any unspent grant funds to Council.

## Top Tips for a successful acquittal!



# References

## Knox City Council Plans

- Knox Council and Health and Wellbeing Plan 2025-2029

## Relevant Legislation

- Local Government Act 2020
- Child Wellbeing and Safety (Child Safe Standards Compliance and Enforcement) Amendment Bill 2021

## Charter of Human Rights

- This guideline has been assessed against and complies with the Charter of Human Rights.

## Related Council Policy

- Council Grant Framework Policy (April 2025)
- Election Period Policy
- Electronic Gaming Machine Policy
- Complaint Handling Policy and Procedure
- Knox City Council Governance Rule (Chapter 5 Conflicts of Interest)
- Fraud and Corruption Control Framework
- Child Safe Policy

## Related Council Documents

- Knox City Council Fraud and Corruption Control Procedure
- Community Development Fund Assessment Panel Terms of Reference
- Community Events in Knox – Information Pack