

THE CITY OF
GREATER GEELONG

COMMUNITY INFRASTRUCTURE GRANTS GUIDELINES

2026-27 GUIDELINES

Contents

| | | | |
|---|-----------|---|-----------|
| Acknowledgement of Country..... | 2 | How to apply | 13 |
| Welcome | 3 | Contact the Grants Unit | 13 |
| About this booklet | 3 | Apply online..... | 13 |
| The City of Greater Geelong Community Grants | 3 | Withdrawing or changing your application..... | 13 |
| Application Support..... | 3 | About applicant types | 13 |
| About this grant | 4 | If your organisation is not incorporated | 13 |
| Objectives | 4 | What happens next..... | 15 |
| Key Dates | 4 | Notification of outcome | 15 |
| Who is eligible to apply | 4 | Payments | 15 |
| Who cannot apply | 4 | Funding agreements..... | 15 |
| How much funding can you apply for?..... | 5 | General information..... | 16 |
| How we allocate funding | 6 | First Nations | 16 |
| What you can apply for..... | 7 | Permits and approvals | 16 |
| What you need for your application..... | 9 | Insurance..... | 16 |
| Checklist | 9 | Reporting..... | 16 |
| How we assess applications | 11 | Grant variations - Making changes to your funded activity | 16 |
| Assessment | 11 | Withdrawing funding | 17 |
| Assessment criteria..... | 11 | Acknowledging our support..... | 17 |
| Community Infrastructure Grants Assessment Criteria | 11 | Definitions | 18 |
| Nominated priority funding themes..... | 12 | | |
| Funding priorities | 12 | | |

ACKNOWLEDGEMENT OF COUNTRY

We Acknowledge the Wadawurrung People as the Traditional Owners of the Land, Waterways and Skies. We pay our respects to their Elders, past, present and emerging. We Acknowledge all Aboriginal and Torres Strait Islander people who are part of our Greater Geelong community today.

Welcome

ABOUT THIS BOOKLET

This booklet contains information about the City of Greater Geelong's Community Infrastructure Grants. Please read it carefully before you apply.

Important words are explained at the back of this booklet (page 18).

THE CITY OF GREATER GEELONG COMMUNITY GRANTS

A grant is money given to a person, organisation or group for a specific purpose.

Our Community Grants help turn your idea into reality. Whether you're looking to purchase new equipment, offer group activities, run a community event, create an inspired arts project or upgrade facilities, funding is available.

You can apply to multiple City of Greater Geelong Community Grants programs, but each application must be for a different project, event, or activity.

APPLICATION SUPPORT

Contact the City

You must contact the City's Community Grants Unit before applying to discuss your eligibility, proposed activity and other grant matters.

E: communitygrants@geelongcity.vic.gov.au

P: 5272 5560

If you are deaf or have a hearing or speech impairment

National Relay Service (NRS)

If you are deaf, or have a hearing or speech impairment, and you wish to contact us, you can do so through the National Relay Service (NRS) and ask for 03 5272 5272. Our call centre team will then connect you with the grants team.

Our business hours are Monday to Friday, 8.30am–5.00pm.

- TTY users – call 13 36 77
- Speak & Listen (voice relay) users – call 1300 555 727
- SMS relay users – message 0423 677 767

Note: Area code must be included for each call.

Further information and NRS call numbers can be found on the Access Hub website:

www.accesshub.gov.au/about-the-nrs/nrs-call-numbers-and-links

If you need an interpreter



If you need an interpreter, please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to call the City of Greater Geelong on 03 5272 5272. Our business hours are Monday to Friday, 8.30am–5.00pm.

About this grant

OBJECTIVES

Community Infrastructure Grants support the planning and delivery of community-led infrastructure projects that increase community access to places, spaces, and services, where and when they are most needed, and provide facilities that foster and facilitate positive health and wellbeing outcomes.

Community infrastructure provides places and spaces for communities to connect and thrive. It includes open spaces, recreation and sports facilities, arts and cultural facilities, community centres, early years facilities and meeting places.

As a local government, we want to help eligible community organisations to renew, upgrade or build new and better facilities, and increase programs or improve the way community spaces function. By doing this, we hope to achieve the following major initiatives from Council Plan 2025-29:

- Ensure equity of access to community, sport and recreation facilities and assets across Greater Geelong
- Support participation of women, girls and diverse groups in community sport and recreation.
- Invest in, and deliver community, sport and recreation infrastructure across Greater Geelong.

KEY DATES

Grant applications

| | |
|-----------------------------|---|
| Applications open: | 27 June 2026 |
| Applications close: | 31 August 2026 by 5.00 pm (we do not accept late applications) |
| Notification to applicants: | January 2027 |
| Project start date: | You cannot commence your project until after the notification date (above) and you have a signed funding agreement with us. |
| Project end date: | You anticipate completing your activity within 12 months of signing a funding agreement with us. |

WHO IS ELIGIBLE TO APPLY

Being eligible means, you can receive a grant, but it does not guarantee funding. To apply for this grant, you must be one of the following:

- incorporated not-for-profit organisation
- unincorporated group with an auspice
- registered charitable organisation
- school or learning institution (only for non-curriculum-based activities that support participation by the wider community)

and

your project is for:

- Community Infrastructure on City owned or managed land
- Community Infrastructure on Crown land
- Community Infrastructure on land your organisation owns

WHO CANNOT APPLY

You are not eligible to apply if you are any of the following:

- business
- individual operating as sole traders (with an active ABN).
- individual (without an ABN)
- previous applicant with an outstanding acquittal for grant funding from the City
- applicant who has not complied with the terms of a previous funding agreement
- tenant clubs/organisations that have not resolved a breach of the Victorian Code for Community Sport
- entity involved in legal proceedings related to winding up its operations, experiencing insolvency or bankruptcy (includes any legal bankruptcy related actions against an entity's directors or officers)
- entity with outstanding debt to the City of Greater Geelong or in legal proceedings with the City.

HOW MUCH FUNDING CAN YOU APPLY FOR?

This grant has two categories, but you can only apply for one category per funding round. You may request

- up to \$50,000 for a Planning Grant, or
- up to \$300,000 for a Capital Works Grant.

The total amount of funding available for all Community Infrastructure Grants is \$1,500,000.

You may only apply for one project per application.

You must make a co-contribution

The City will only fund up to two-thirds of your total project cost to the maximum grant funding offered. You must contribute \$1 for every \$2 we provide in grant funding, and provide any remaining funding required.

Co-contributions ensure project viability, demonstrates community commitment to the project and maximises the impact of the City's available funds.

| Co-contribution examples | | | |
|--------------------------|---|---|------------------------------|
| Total project cost | City funding (Two-thirds total project cost) | Your contribution (1:2) (\$1 dollar for every \$2 funding from the City) | Your additional contribution |
| \$45,000 | \$30,000 | \$15,000 | Nil |
| \$240,000 | \$160,000 | \$80,000 | Nil |
| \$450,000 | \$300,000 (maximum grant) | \$150,000 | Nil |
| \$475,000 | \$300,000 (maximum grant) | \$150,000 | \$25,000 |

Co-contribution exemption

If you cannot meet the co-contribution requirement, you may apply for a full or partial exemption.

Note: If you are applying for an exemption, you must do this first and include the outcome of the assessment with your Planning or Capital Works funding application.

Separate guidelines are available for Co-contribution Exemption applications. We strongly encourage you to apply for an exemption as early as possible.

Applications open: 27 June 2026

Applications close: 3 August 2026

HOW WE ALLOCATE FUNDING

Our grants are competitive, so even if you meet the criteria, you may not get funding.

You cannot rely on the City's Community Grants for ongoing funding.

In some cases, we may offer partial funding for a smaller or modified project.

We typically fund projects only once. However, we may consider funding a project again if there is a strong reason that aligns with the objectives of this grant.

What you can apply for

To help you work out whether your project is the sort of thing we are looking to fund, we have developed the following list of example projects we might cover. Other project ideas may also be eligible. If you're unsure, please contact us for advice

| Yes - we will fund | No - we will not fund |
|---|--|
| <p>Types of Projects</p> <p>Projects within Greater Geelong</p> <p>PLANNING</p> <p>Funding for strategic planning or design development for future developments such as:</p> <ul style="list-style-type: none"> • strategic infrastructure planning – facility development plans • infrastructure design – concept design through to detailed design ready to tender works <p>Note: The City reserves the right to project manage any successful planning grant applications for City assets.</p> <p>CAPITAL WORKS</p> <p>Funding for renewals, upgrades and new builds.</p> <p>Design and construction funding will only be considered for minor Capital Works projects when the scope is limited and the design is for proprietary products or similar items – for example, playing surface replacements, electronic score boards, fencing, behind goal safety nets, sheds, coaches' boxes or shelters.</p> <p>All major Capital Works projects (e.g. building renewals, upgrades or new builds) must be 'shovel ready', that is fully planned and designed (all drawings, specifications, schedules including sub-consultants completed) and ready to begin construction immediately if your application is successful.</p> <p>Renewals</p> <p>Projects to bring an asset back up to its original standard such as:</p> <ul style="list-style-type: none"> • Accessibility upgrades to comply with Disability Discrimination Act (DDA) requirements – for example, ramps and toilets. • Change room renewal • Cricket training facilities, including nets • Kitchen refurbishments including fixed equipment – for example, oven, cooktop, rangehood or | <p>Types of Projects</p> <p>Projects outside Greater Geelong</p> <p>Bar facilities</p> <p>Business cases, feasibility assessments, master plans for City managed land, any planning not for infrastructure.</p> <p>Capital works applications for projects with total costs more than \$2.5 million.</p> <p>Detailed design for projects with a total project cost more than \$500,000 or where the total project cost is unknown.</p> <p>Equipment and domestic appliances (unfixed) – for example, BBQs, fridges, freezers, microwaves, toaster ovens, air fryers and freestanding dishwashers.</p> <p>Facilities designated for electronic gaming machine operations.</p> <p>Furniture and fittings – for example, couches, tables, chairs, curtains.</p> <p>Insurance claims costs – for example, repair works caused by natural disasters such as fire or because of vandalism.</p> <p>Landscaping (stand-alone or beautification works)</p> <p>Maintenance – expenditure that keeps the asset in its current condition – for example, painting, replacement of carpets, repair works to broken items, cleaning, replacing broken equipment.</p> <p>Projects funded by the City's Capital Works Program budget.</p> <p>Projects started before funding is approved.</p> <p>Projects that do not meet relevant Australian standards.</p> <p>Projects where contributions from funding partners, or other grant/funding programs, are not confirmed in writing within the timeframe the City stipulates.</p> <p>Public art installations</p> |

| Yes - we will fund | No - we will not fund |
|--|---|
| <p>commercial dishwasher (only as part of a capital works project).</p> <ul style="list-style-type: none"> • Pavilion renewal <p>Upgrades</p> <p>Projects to make the asset better than original standard such as:</p> <ul style="list-style-type: none"> • Audio visual and sound equipment (built-in only) • Change room upgrades • Digital scoreboards • Environmental initiatives • Heating and cooling (must be fixed) • Pavilion upgrades • Replacing turf pitches • Solar panels • Sports lighting (Private land and facilities only) <p>New builds</p> <p>Projects that involve building brand-new assets such as:</p> <ul style="list-style-type: none"> • Behind goal safety netting • Community gardens (not for plants, tools or other consumables) • Cricket nets • Multipurpose community facilities | <p>Purchase of land</p> <p>Sports lighting on Council managed facilities.</p> <p>Types of Expenses</p> <p>Cash vouchers</p> <p>General day-to-day operating costs of running your organisation or business (e.g. insurance, utilities, rent, administration)</p> <p>Own venue hire</p> <p>Prizes, gifts and awards (e.g. gift vouchers, medals, money, trophies)</p> <p>Payments to volunteers</p> <p>Project Management fees or allowances</p> <p>Taxes, levies, fines or penalties</p> |

What you need for your application

You will need to provide certain documents and information with your application. This helps us confirm you can legally receive funding and practically deliver your proposed project.

CHECKLIST

Before you start your application, use this checklist as a guide – some items may not apply to your application:

- full and correct applicant name
- address and contact details of applicant
- name and contact details of the person authorised to apply for this grant
- certificate of incorporation
- auspice agreement letter (if your organisation is not incorporated)
- Australian Business Number (ABN) details registered to the grant applicant name
- a completed Statement by Supplier form (if you don't have an ABN)
- bank account details (account name, BSB and account number) which must match the applicant's name and ABN details
- evidence that all other funding sources are secured
- notification of outcome of co-contribution exemption application
- evidence of land ownership (for example, a certificate of title) for applications on Private land
- a *Consent to Apply for Grant Funding* letter from the City of Greater Geelong for all applications on City owned or managed land
- letters of support for the proposed work from all other tenants or users of the facility
- a budget showing all income, expenses and how the grant funds will be used

Evidence to support budget

- current quotes to support budgeted expenses:
 - Project cost up to \$10,000 = one written quote
 - Project cost \$10,001 to \$50,000 = two written quotes
 - Project cost \$50,001 and above = three written quotes **or** an independent quantity surveyor's cost report

To qualify as current, quote/s cannot be older than six months at the time you submit your application.

Any works on Council owned or managed assets must be by a commercial builder unless exempt by the building code.

Successful applications for projects the City will deliver and costing above \$300,000 must go through a competitive tender process before proceeding.

Lighting projects

- Applications for lighting projects on Private land must include:
 - a lighting design that specifies lux level and alignment with relevant sporting standard

- an inspection report of switchboard and existing power supply by a qualified electrician specifying any additional works required or confirmation the existing infrastructure is suitable for the proposed works.
- allowance for a full detailed design in your budget, including survey, service locating and geotechnical investigations.
- an independent quantity surveyor’s cost report.

Appropriate design documents

| If you are applying for: | You must submit: |
|---|---|
| <ul style="list-style-type: none"> • Concept planning | Description of what is needed e.g. number of toilets, change rooms, new kitchen and explanation of how this links to legislation, policy, strategy or sporting facility guidelines, and for applications on Private land: preliminary concept designs or sketches. (these are not required for Council facilities). |
| <ul style="list-style-type: none"> • Detailed design | Concept design |
| <ul style="list-style-type: none"> • Major capital works | Final detailed design drawings, specification and schedules including subconsultants. |
| <ul style="list-style-type: none"> • Minor capital works | Sketch or drawing, pictures of site location. |
| <ul style="list-style-type: none"> • All applications | Site plan: A map of the site that provides an aerial image of the proposed layout including the infrastructure location within the context of existing site conditions e.g. trees, services, fences, buildings and existing assets |

Project budgets and in-kind contributions

Your project budget can include in-kind contributions for goods and services. Examples might include volunteer labour for qualified trades – such as electricians and plumbers – or donated building materials.

The value of in-kind contributions is based on your best estimate and must be supported by evidence, such as a quote with a waiver of fees or the cash value of donated goods from a third-party supplier.

The volunteer cost of project management or committee time is not accepted as an in-kind contribution.

The City reserves the right to disallow any in-kind contributions it deems invalid or unfeasible. If we do so, we may require that the value of those in-kind items be converted to cash expenses in the project budget, which could lead to a request for additional co-contributions from the applicant.

Project budgets and Goods and Services Tax (GST)

It is the responsibility of your organisation to determine whether GST applies and, if so, comply with GST reporting and payment rules.

All application budgets must be GST-exempt figures.

How we assess applications

We carefully check all applications to make sure they meet the guideline rules and are a good use of the City's grant funding.

ASSESSMENT

The complete list of checks we do on each grant application include:

Eligibility checks – we check if the applicant and project are eligible (see pages 4, 5,7 and 8).

Officer panel assessment – if eligible, our officers review the application using the grant assessment criteria and funding priorities on pages 11 and 12.

Community panel review – a group of independent community members review the officer assessments and recommend funding to Council.

Council endorsement – Council reviews and endorses funding recommendations.

ASSESSMENT CRITERIA

We use assessment criteria to score each application. In the application form, you will be asked questions about these criteria. Your answers help us compare applications fairly and decide which projects we can fund.

Each criterion has a weighting (a percentage). A higher percentage means that criterion has more impact on your total score.

The table below shows the assessment criteria and what we look for.

We will score your application based on the information you provide and how you answer the questions.

COMMUNITY INFRASTRUCTURE GRANTS ASSESSMENT CRITERIA

Criteria 1: Community Benefit 55%

- Why does this project need to be done? Explain how it responds to a need or gap in available infrastructure for the community?
- How many community members will benefit from this project?
- How will your organisation benefit from this project?
- How will the community outside your organisation benefit from this project?
- How does your project align with the grant program's objectives or council priorities?

Criteria 2: Well-planned project - 45%

- Explain what is included in the project (the scope of works).
- Is your project ready to start (shovel ready)? Please outline the status of project planning, design, approvals, or other preparatory work.
- Include relevant design documents and drawings
- Include any permits and approvals (e.g. heritage, vegetation, planning)
- What skills, knowledge and experience does the organising team have to successfully deliver the project?
- Do you have stakeholder support from co-tenants and relevant peak bodies?

-
- How has the project planning minimised environment harm?
 - Provide a detailed, balance budget that shows the total cost of the project including a minimum contingency of 10% and list all other sources of funds that will contribute to the total project income.
 - Provide evidence of project costs, such as contractor quotes or quantity surveyor reports, confirming the scope and estimated costs of the proposed works.
-

NOMINATED PRIORITY FUNDING THEMES

Council may choose to nominate priority funding themes on an annual basis that will attract an additional score as part of the application assessment.

Our nominated priority funding themes for 2026-27 are:

| No. | Theme | Weighting | How we assess this |
|-----|--------------------------|-----------|---|
| 1 | Access for all abilities | 10% | <ul style="list-style-type: none"> • How will your project empower people with a disability to be active contributors and participants in our community? |
| 2 | Fair access | 10% | <ul style="list-style-type: none"> • How will the project improve access to, and use of, community infrastructure for women and girls? |

FUNDING PRIORITIES

If the total funding requested by all applicants exceeds the available funding, we may prioritise:

- applicants who did not receive money from this grant in the previous year
- applications from organisations that do not receive money from electronic gaming machines or gambling
- applications for projects which address a gap in the provision of community infrastructure.

How to apply

CONTACT THE GRANTS UNIT

Please contact the City's Grants Unit before applying to discuss your eligibility, proposed activity and other grant matters.

E: communitygrants@geelongcity.vic.gov.au

P: 5272 5560

APPLY ONLINE

All applications must be submitted online via SmartyGrants. You must log in or create an account before you begin. You can access the application form in two ways:

- Visit the [Community Grants](#) section of the Geelong Australia website and navigate to the specific grant page. Click the **Apply Now** button and log in or create an account to access the form.
- Visit [SmartyGrants](#) directly, log in or create an account, and select the grant you wish to apply for.

Paper or email applications will not be accepted.

WITHDRAWING OR CHANGING YOUR APPLICATION

If you have not yet submitted your application, you can log in to SmartyGrants at any time to make edits.

If you have already submitted your application and need to make changes, contact us before the closing date. We can reopen your application to allow edits.

Changes cannot be made after the closing date.

If you need to withdraw your application after submission, please notify the Community Grants Unit in writing.

ABOUT APPLICANT TYPES

To determine eligibility for a grant, please read all applicant types carefully. If you are unsure what sort of applicant you are, please check your details online.

- incorporated associations – go to www.consumer.vic.gov.au
- companies – go to <https://connectonline.asic.gov.au>
- individuals or sole traders with an ABN – go to <https://abr.business.gov.au>
- charities – go to www.acnc.gov.au/charity/charities

IF YOUR ORGANISATION IS NOT INCORPORATED

If your organisation or group is not incorporated, you can still apply for a grant by working with an auspice organisation.

An auspice is an organisation that meets our eligibility criteria and agrees to support and manage your grant. They take legal and financial responsibility for the funding.

Your auspice organisation will:

- sign the grant funding agreement
- receive the grant money and pass it on to you
- make sure all grant activities are completed
- submit the final evaluation and financial report on your behalf.

How to apply with an Auspice

If you want to apply with an auspice organisation, you must:

- get their approval before you submit your application.
- ask them to sign the application form and the funding agreement.
- submit a copy of a signed agreement with your auspice.

By using an auspice, your group can still access funding even if you are not legally incorporated.

What happens next

Once we have decided who is going to receive a grant, we will let you know of the outcome of your application, even if it was unsuccessful.

NOTIFICATION OF OUTCOME

The City of Greater Geelong will notify all applicants of their outcome by email by the date listed on page 4 of this booklet.

Successful Applications

If your application is successful, this does not guarantee funding. You must complete additional steps before receiving a grant payment.

- You will receive an email with a link to a funding agreement outlining the terms and conditions of the grant (see **Funding Agreements** section below).
- You must sign and return the agreement, upload a tax invoice and your public liability insurance certificate of currency before any payment is made.
- Do not start your project until you have received a signed funding agreement.

Unsuccessful Applications

If your application is unsuccessful, we will notify you by email.

You are strongly encouraged to contact us for feedback which may help if you plan to apply again in future rounds.

PAYMENTS

If your application is successful, the City will transfer the approved funding amount to your nominated bank account after the funding agreement is signed.

We will only pay grant money to the applicant (or auspice).

A tax invoice is required before we pay any grant funds. Our team will contact successful grant applicants to arrange this.

If you do not provide either an ABN or a 'Statement by a Supplier' form, we may have to withhold tax from the grant payment at the top marginal rate of 45%.

Note: There may be a considerable time between close of applications and finalising a funding agreement. This should be factored into project timelines, expiry dates on quotes and project cashflow.

FUNDING AGREEMENTS

Successful grant applicants will be required to enter into a funding agreement. The agreement will include:

- the terms and conditions of funding
- the details of the activity
- what you are expected to deliver
- your reporting requirements.
- the schedule of payments.

General information

The following information applies to all City of Greater Geelong grants.

FIRST NATIONS

For any proposals with a First Nations theme you are strongly encouraged to contact the Community Grants Unit to ensure you have engaged with First Nations Communities and understand any requirements under the *Aboriginal Heritage Act (2006)*.

PERMITS AND APPROVALS

Some projects or events may need a permit or approval. These processes are separate to the grant application process and require additional time and budget in your project plan.

While you do not need to secure permits or approvals before applying, securing them will be a condition of the grant if your application is successful. As such, we may choose not to pay you any money until the relevant permits and approvals are secured.

You must demonstrate that you are aware of the necessary permits and approvals in your application. We will consider this information when assessing your application under the 'well-planned project' criteria on page 11.

INSURANCE

You must arrange public liability insurance (PLI) to cover the activity detailed in your application and provide the PLI certificate of currency if your application is successful.

Applicants using an auspice would include a PLI certificate from the auspice organisation.

A policy statement or receipt of payment is not an acceptable substitute for the certificate of currency.

REPORTING

If you receive a grant, you must submit an evaluation of your activity and a financial report within fourteen days of your project finishing.

The evaluation report tells us about your project and the financial report includes all income and expenses for the grant. It demonstrates you have spent the money how you said you would.

We may request meetings with you to check your progress or ask for an audit of your financial records to prove you have spent the grant as you said you would. As such, you must keep accurate financial records and make them available to us if requested.

GRANT VARIATIONS - MAKING CHANGES TO YOUR FUNDED ACTIVITY

Projects are funded for delivery as described in your funding agreement.

If you need to change something about your grant, you must seek our approval in writing. This includes:

- changes to your proposed completion date
- changes to the nature of your activity
- changes to how you want to spend the money.

We reserve the right to withdraw funding if:

- we do not support your request for changes
- your request is not made within a reasonable time
- you make changes without our knowledge.

If a project stops or the grant funds are no longer required, you must repay the funding to the City of Greater Geelong.

WITHDRAWING FUNDING

We reserve the right to withdraw funding if we do not receive a tax invoice within the financial year in which the grant was awarded, or by the due date/s included in the agreement.

We can also withdraw funding if you are in breach of your funding agreement.

ACKNOWLEDGING OUR SUPPORT

You must acknowledge the City of Greater Geelong on your promotional materials if you receive a grant.

We will provide a guide with detailed instructions on how to do this.

Definitions

Following are definitions of some of the words we use in this document. If you find other words that you are not familiar with, please contact us for help.

Technical terms and definitions specific to the Community Infrastructure Grants.

| Word | Explanation |
|--|--|
| Business Case Not eligible for funding. | A business case includes information about the preferred solution, expected benefits, costs, risks, and value for money of a project. It is often used to secure funding or formal approval from decision-makers. It provides the justification for investing in a particular option—usually the one identified as most feasible. |
| Detailed Design Eligible for funding | Final package of design documents including specifications and schedules and other supporting documents. These are suitable for a tender or can be used by builders/contractor to provide quotes for works. Detailed designs are usually prepared by a professional consultant or team of experts. |
| Facility development plan Eligible for funding | <p>City led facility development plans identify infrastructure requirements in line with contemporary sports facility standards. These priorities are determined through asset auditing, key stakeholder consultation and identified community need, and provide a strategic approach to developments within a recreation reserve.</p> <p>A facility development plan is developed in partnership with the local users of a reserve to support the future advocacy for infrastructure development and is not formally endorsed by Council.</p> |
| Feasibility assessments Not eligible for funding. | <p>This is a structured assessment during the early stages of a project to determine whether the proposed infrastructure – such as community halls or sporting facilities – is viable, sustainable and worth pursuing.</p> <p>Preparing the feasibility study is the applicant's responsibility. It can be submitted with a grant application for planning and/or capital works to demonstrate need for the project.</p> |
| Concept design | <p>A site-specific plan of the proposed works. The design is either prepared by the applicant or by a professional consultant depending on the complexity or value of the project</p> <p>Preparing concept designs is typically applicant's responsibility and must be included with their grant submission, unless the application is for concept design only. Refer to the checklist on page 9 'What you need for your application' for further information.</p> |
| Master plan Not eligible for funding. | <p>Master plans guide the future development of sport and recreation spaces and facilities.</p> <p>They are active strategic documents that consider the aspirations, needs, and wants of local residents, user groups and stakeholders to produce a plan that enables greater function, participation and activation of a reserve.</p> <p>Incorporated in the development phase of a Master Planning project is community engagement and the final stage of a Master plan is Council endorsement.</p> |
| Private | Refers to applications for infrastructure the City does not own. Includes assets on Crown land and assets owned by eligible applicants. |

Common terms used across all the City's Community Grants.

| Word | Explanation |
|-------------|---|
| ABN | Australian Business Number is a unique number that identifies a business in Australia |
| Application | A form you fill out to ask for grant money |
| Assess | How we review and consider your application |
| Auspice | An organisation that applies for a grant on your behalf if your group is not legally registered |

| Word | Explanation |
|---------------------------------|--|
| Budget | A plan that shows how much money you have and how you will spend it |
| Categories | Different types of funding available within one grant |
| Community panel | A group of community members who review applications and recommend which projects should get funding |
| Eligibility | The rules that decide if you or your project can receive grant funding |
| Evaluation and financial report | A report you must complete after your project ends, explaining what you did and how you spent the grant money |
| Expenditure | The things you spend money on for your project |
| Funding agreement | A document that explains why we are giving you the grant money and the rules you must follow when using it |
| Grant | Money given to a person or organisation for a specific purpose |
| Group | Two or more people who meet regularly and run projects or activities that other people participate in (e.g., youth group, seniors' group, cultural group) |
| GST | Goods and Services Tax. This is tax that applies to goods and services in Australia |
| Income | Money that you have or expect to receive for your project. This can include grant money from the City, fundraising, sponsorship, ticket sales or other grant funding |
| Incorporated | A group or organisation that has legally registered to become a formal entity |
| Insurance | A contract you have with an insurance company that helps protect from financial loss if something goes wrong |
| Log in | Your email and password used to access SmartyGrants |
| Not-for-profit | An organisation that does not does not distribute profits to owners or shareholders |
| Officer panel | A group of City officers who review applications and recommend which projects should get funding |
| Online | Available on the internet |
| Organisation | A legally constituted organisation that is registered or created by law. For example, incorporated associations, companies limited by guarantee or registered charities are all defined as organisations |
| Quote | A written estimate of how much something will cost |
| SmartyGrants | An online system we use to manage grant applications |
| Submitted | When you finish your application in SmartyGrants and press the submit button |
| The City | The City of Greater Geelong |
| Unincorporated Group | A group that is not legally registered as an organisation |
| Weighted average scoring | A method of scoring applications where some parts of the decision are more important than others |