



Community Grants Program

# Activity Participation Fund 2025-2026 Guidelines

## Acknowledgement of Country

*Frankston City Council acknowledges and pays respect to the Bunurong People, the Traditional Custodians of these lands and waters.*

## What is the Activity Participation Subsidy?

The **Activity Participation Subsidy** assist residents facing financial barriers to participation by covering the cost of annual or seasonal memberships to local community groups and sporting clubs.

Each eligible individual can receive one subsidy once per financial year, covering **85% of the membership fee or up to \$500** (whichever is lesser). The subsidy is **paid directly to eligible community groups or clubs**, reducing the cost for eligible applicants.

Key dates		Need assistance with your application?	
Opening date:	7 July 2025 with multiple rounds.	Email:	CommunityGrants@frankston.vic.gov.au
Closing date:	When fully expended or until 6 May 2026.	Phone:	(03) 9784 1035
Funding Announcement:	Assessed and announced on a monthly basis.	Website:	www.frankston.vic.gov.au/community-grants

## Where to apply

Submit your application online through Frankston City Council SmartyGrants portal on <https://frankston.smartygrants.com.au> (you will need to create an account if you don't already have one).

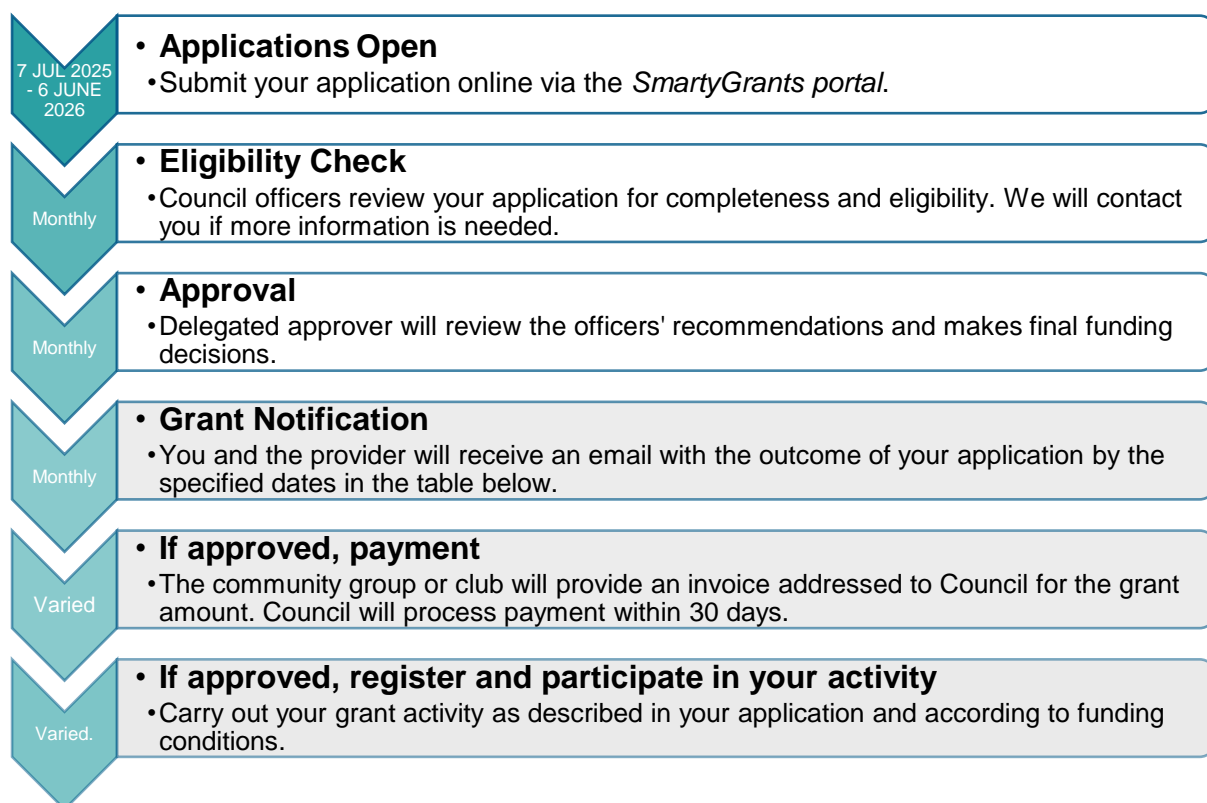


**Need help in another language?  
Hearing or speech impaired?**

**Call 131 450** and state 'Frankston City Council as the organisation and quote our number 1300 322 322.

Visit: [www.communications.gov.au/accesshub/nrs](http://www.communications.gov.au/accesshub/nrs)

## How it works



## Round dates

Round	Opens	Closes	Applicant Notified By*
1	7 Jul 2025	6 Aug 2025	20 Aug 2025
2	7 Aug 2025	6 Sep 2025	22 Sep 2025
3	7 Sep 2025	6 Oct 2025	20 Oct 2025
4	7 Oct 2025	6 Nov 2025	20 Nov 2025
5	7 Nov 2025	6 Dec 2025	19 Dec 2025**
6	7 Dec 2025	6 Jan 2026	20 Jan 2026
7	7 Jan 2026	6 Feb 2026	20 Feb 2026
8	7 Feb 2026	6 Mar 2026	20 Mar 2026
9	7 Mar 2026	6 Apr 2026	20 Apr 2026
10	7 Apr 2026	6 May 2026	20 May 2026

• \* Council has the right to change the dates above as needed.

• \*\* Payments for round 5 will commence early 2026, after Council's end of year shutdown period.

## Why is Frankston City Council funding this?

As part of its Local Support Package, Frankston City Council aims to support residents manage the ongoing pressures of rising living costs.

In response, and in line with Council's Health and Wellbeing priorities, this funding aims to:

- Reduce the financial barriers that prevent community members, particularly those experiencing disadvantage from participating in clubs, groups, and other community activities.
- Make it easier for people to take part in physical activity and recreation that supports their health.
- Improve mental wellbeing and social connection by encouraging inclusive community participation.

## Who can apply (Eligibility Criteria)

To be eligible, you (the applicant) must be:

- ✓ A **resident of Frankston City\*** and show evidence of this.  
*\*Frankston City includes Carrum Downs, Karingal, Langwarrin, Skye, Sandhurst, Frankston, Frankston Heights, Frankston South, Frankston North.*
- ✓ **Aged 18 or above** (Child and Youth Inclusion Grant is available for under 18).
- ✓ Holding a **Health Care Card or Pensioner Concession Card**.

## What you need to provide:

**Proof of Residence** (e.g. Drivers Licence, Proof of Age Card, Utility Bill)

**Health Care Card or Pensioner Concession Card**

**Preferred local\* community group or club name and evidence of membership costs** (Invoice from club or group / website screenshot).

*In exceptional circumstances, we may consider alternative evidence on a case-by-case basis. Please contact the Community Grants and Networks team to discuss.*

*\*Within Frankston or surrounds.*



## What activities can the grant cover?

- This subsidy is designed to support regular, community-based participation.
- The community group or sport club must be located in Frankston City or surrounds.



### Team Sport

(e.g. community football, netball, rugby).



### Group Dance or Exercise Classes

(e.g. Zumba, chair yoga, aqua aerobics).



### Community Gardening

in community centres or delivered by not-for-profit community group



### Art Workshops

in community centres or delivered by not-for-profit community group.



### Music or Drama Workshops

in community centres or delivered by not-for-profit community group.



### Board Game or Chess Clubs

in community centres or delivered by not-for-profit community group.



### Shared Learning Groups

(e.g., digital skills classes, language cafes)  
in community centres or delivered by not-for-profit community group.



### Not-for-profit Social Groups that offer peer connection

(e.g. Men's Sheds or Women's Circles)

## What can't be funded

- **Activities without social benefit** - Any activity with no clear pathway to reducing isolation or improving social inclusion.
- **One-off or short-term events** – such as single classes, tournaments, or workshops.
- **Equipment, uniform or supplies** - unless included in the membership fee.
- **Everyday personal costs** – such as transport, accommodation or meals.
- **Activities done entirely alone** – such as solo gym membership or online courses with no interaction.
- **Purely leisure or entertainment** – such as cinema tickets or amusement parks.
- **Religious or political activities** - such as worship, congregation, protest or campaigns.
- **Already funded activities:** Where the provider has received other Council funding in the same financial year to provide the same activity for free.
- **Illegal or non-compliant activities:** anything that breaches legal or regulatory requirements.

### Ineligible applicants

- **Council staff, Councillors, or contractors.** Exceptions in unique circumstances require approval from the Director Communities and full disclosure of interest.
- **Duplicate applicants:** Anyone who has already received this grant in the current financial year.
- **Those already receiving similar support:** Applicants receiving similar funding or subsidy from another source (e.g. NDIS)
- **Applicants or providers with outstanding matters with Council:** Including those with unpaid debts to Council or past non-compliance with grant conditions.

## How we are assessing your application

### After you have submitted your grant application:

- Grant applications will be assessed for eligibility (as outlined in this guidelines) and completeness by Community Strengthening Council officers.
- Eligible applications are **assessed on a first-come, first-served basis** until funds are exhausted.
- **Priority *may* be given to** residents from underrepresented or marginalised backgrounds.
- **Council reserves the right to:**
  - Request further information in considering applications and decline any application that does not provide requested information by the requested due date.
  - Consider information generally available about the applicant or information received by Council in connection with previous Grant Programs.
  - Modify the list of eligible subsidised activities at its discretion.
  - Decline any application that does not meet the eligibility criteria.

## Conditions of Funding

- **Eligibility does not guarantee funding.** All funding decisions are made at the full discretion of Council and are final.
- **Funding is limited.** Community Grants funding is subject to the total amount allocated in Council's annual budget.
- **No ongoing commitment.** Funding received in any given year does not imply support in future years.
- **One application per financial year.** Applicants may submit only one application per financial year.
- **Policy compliance required.** All applicants and recipients must comply with Council's [Community Grants Policy](#).

### Successful applicants must:

- **Agree the grant is paid directly to the provider,** not the applicant.
- **Register for activity within 8 weeks.** Recipient must register for their nominated activity within 8 weeks of provider receiving payment.
- **Cover all other costs.** Council's contribution will be limited to the amount granted. Applicants are responsible for any additional costs.
- **Use funds for approved purposes.** Grant funds must only be used for the approved activity unless written consent is obtained (see instructions below).
- **Request approval for any significant and substantial changes** such as:
  - Changes to activity details.
  - Reallocation of funds to new, unrelated activities.
  - Request for deadline extensions (activity completion).

To request changes (excluding funding amounts), request and submit a **Grant Variation Request** form through SmartyGrants. Do not proceed with revised activities until Council provides written approval.

- **Notify Council of contact detail changes.** Inform Council of any changes to contact details or circumstances during the funding period.

### The activity provider must:

- **Invoice Council.** Submit an invoice with 8 weeks of notification or by 30 June 2026, whichever comes first. Late invoices will not be paid.
- **Report on registration.** Notify Council by email within 2 months of grant payment, if the funded participant has registered for the activity. This notification serves as formal acquittal of the funding. This notification may be provided by the provider or confirmed directly by the participant.
- **Return funds.** If the participant does not register, any unspent funds must be returned to Council.
- **Meet Child Safety requirements.** Comply with all relevant child safety legislation which may include, but is not limited to:
  - The Victorian Child Safe Standards (2022)
  - The Child Wellbeing and Safety Act (2005).

Council *may* request evidence of compliance. For more information, visit <https://ccyp.vic.gov.au/child-safe-standards/> or email [childsafes@frankston.vic.gov.au](mailto:childsafes@frankston.vic.gov.au)



### Cancellation of Grant

- Council reserves the right to cancel and request payment of grant funds if:
  - The application contains false or misleading information.
  - The applicant withdraws from the activity.
  - The applicant is not delivering the activity as proposed.
  - The activity is cancelled.

### Glossary

- **Activity** means the program nominated in your grant application. It refers to what the grant funds will support.
- **Guidelines** means a document that outlines the eligibility criteria, application requirements, and processes for a specific grant program.
- **Council** refers to Frankston City Council.
- **Grant** means sum of money awarded to individuals to undertake a specific activity, with the expectation that the funds will be used only for the agreed purpose.
- **Not-for-profit organisation** means an organisation that operates for a purpose other than making a profit for its members, owners, or shareholders. It must use any surplus to further its objectives and be classified as not-for-profit under the Income Tax Assessment Act 1936.
- **SmartyGrants** means an online grant management platform used by Council for the submission, tracking, and administration of grant applications.

## Support Available

Assistance with	Contact
<b>General enquiries and advice regarding the Activity Participation Fund.</b>	<b>Community Grants and Networks Team</b> (03) 9784 1035 communitygrants@frankston.vic.gov.au
<b>Technical issues with SmartyGrants website.</b>	<b>SmartyGrants</b> (03) 9320 6888 service@smartygrants.com.au
<b>Multilingual support</b> In you need the assistance of an interpreter	Call 131 450 and state 'Frankston City Council as the organisation and quote our number 1300 322 322
<b>Communication Access</b> Support service for people with a hearing, speech or communication impairment and for text telephone or modem callers.	<b>National Relay Service</b> To find the NRS call option that best suits you visit: <a href="http://www.communications.gov.au/accesshub/nrs">www.communications.gov.au/accesshub/nrs</a>