



Environmental Sustainability Grant 2026-2027 Guidelines for Community Group Projects

Acknowledgement of Country

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

Introduction

The **Environmental Sustainability Grant** provides one-off funding to support community group projects and individual landowner environmental works that support the strategic vision for Frankston City’s future. This grant includes two funding categories:

Community Group Projects

- For **not-for-profit organisations or community groups**

Landowner Works

- For eligible individuals who own rural land in Frankston City

This document provides guidance for the **Community Group Projects category only**. If you are an individual landowner, please refer to the Landowner Works category guidelines.

Apply for a \$1,000 grant.

Key dates

Opening date: 1 September 2026
Closing date: 20 October 2026
Funding Announcement: Mid-November 2026

Need assistance with your grant application?

Email: CommunityGrants@frankston.vic.gov.au
Phone: (03) 9784 1035
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>

① New to SmartyGrants? You will need to create a free account to get started.



Need help in another language?

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



Hearing or speech impaired?

Visit: www.communications.gov.au/accesshub/nrs

Timeline



Funding Priority and Objectives

Priority

Community group sustainability projects that have a **community education and engagement component**.

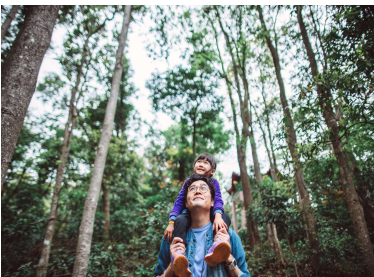
Objectives

Your community project must align with the following:



Support the Greening our Future Strategy 2014-2024, or Climate Change Strategy 2023-2030.

Enhance wildlife corridors to improve biodiversity and contribute to ecosystem restoration, while supporting sustainable land management practices that protect and enhance native vegetation.



Build the community's capacity for climate action and resilience to the impacts of climate change through initiatives such as community education and awareness programs and local climate adaption projects.

What can be funded



Workshops that encourage waste diversion, composting, worm farming, water recycling, water efficient garden beds or bush food gardens.

Small events that connect people and increase their knowledge of the climate emergency and provide skills for effective advocacy and action.



Open day community events such as tree planting days or bush regeneration activities.

Workshops that provide information to the community around making their homes or businesses more energy efficient or to transition to 100% renewable electricity.



Community programs that encourage skills to expand sustainable behaviour such as how to access the various rebates available, bicycle maintenance workshops or clothing exchange activities.

Eligibility Requirements

To apply, your organisation must meet **all** the following:

Organisation type	<ul style="list-style-type: none"> • Be a not-for-profit community organisation • Be one of the following: <ul style="list-style-type: none"> – Incorporated Association – Enacted under legislative provisions for charitable purposes – Unincorporated Group with an auspice organisation (must provide evidence of agreement)
Governance & financials	<ul style="list-style-type: none"> • Have a committee or governing body • Provide: <ul style="list-style-type: none"> – Most recent Annual General Meeting (AGM) minutes or annual report – Most recent financial statement
Activity location	<ul style="list-style-type: none"> • Deliver your activity in Frankston City or primarily for Frankston City residents.
Insurance and compliance	<ul style="list-style-type: none"> • Hold current Public Liability Insurance and provide a Certificate of Currency. • Have met all requirements for any previous Council grants, including submitting acquittal reports.
Working with children (if applicable)	<ul style="list-style-type: none"> • Comply with Victorian Child Safe Standards. • Align with Council's Child Safety and Wellbeing Policy. • Have appropriate safeguarding practices in place.

Helpful tips

- If you're **unsure if your organisation or community group is eligible**, we're happy to help you check before you apply. Get in touch with the Community Grants Team early by calling (03) 9784 1035 or emailing CommunityGrants@frankston.vic.gov.au
- Unsure about **legal structures for not-for-profits**? Please refer to the Australian Taxation Office website [Legal structures for not-for-profits | Australian Taxation Office](#)
- If you are a **newly established** incorporated entity or considered a **Basic Religious Charity** by the Australian Charities and Not-for-Profit Commission (ACNC), please contact us to discuss alternative evidence.

What cannot be funded

This grant cannot fund **applicants** who are:

- **Individuals or for-profit** businesses, including commercial businesses, political parties, or their events.
- Organisations currently **involved in a tendering or procurement process** with Council.
- Organisations currently **non-compliant** with terms and conditions, including the submission of satisfactory acquittal reports for all previous Council grants.
- Organisations with **active compliance breaches** under Consumer Affairs Victoria (CAV), the Australian Charities and Not-for-profits Commission (ACNC), or Australian Securities and Investments Commission (ASIC), and any other applicable legislative or regulatory body.

This grant cannot fund **activities** that are:

- **Already funded by Council** in the same financial year.
- **Contravening legislation, local laws, or the Frankston Planning Scheme.**
- **Council staff, Councillors, or Contractor run activities.** Exceptions in unique circumstances require approval from the Chief Executive Officer (CEO) and full disclosure of interest.
- **Core responsibilities of incorporated groups or lease/license holders**, including ongoing operational costs and capital works.
- Costs ordinarily **covered by insurance** including claims, premiums, or excesses, except where an applicant does not meet the Public Liability Insurance (PLI) requirement and intends to use their grant funding to purchase a PLI policy to become eligible for the grant.
- **Council-managed** activities or properties.
- **Council-related statutory fees** such as planning or building applications, environmental health registration and its inspection fees, or similar charges.
- **Debt repayments or outstanding loans.**
- **Initiatives primarily funded by other levels of government** such as school curriculum-based programs.
- Involving **proselytisation.**
- **Major capital assets, structural building works, or routine maintenance** that involve constructs, repairs, upgrades, or installation costs where works relate to a building or major asset, or any upkeep that is normally the responsibility of the property owner or tenant.
- **Past events or items already purchased.**
- **Prizes, awards, competitions or fundraising events.**
- **Prohibited items** include, but are not limited to, alcohol, tobacco products, illicit drugs or controlled substances, fireworks, or gambling-related expenses, or any goods or services that are illegal to purchase, possess or use under applicable laws.
- **Without broader community involvement or benefit**, e.g. school project that only involves students and stays within school grounds.

Helpful tips

- If you're **unsure if your organisation or community group is eligible**, we're happy to help you check before you apply. Get in touch with the Community Grants Team early by calling (03) 9784 1035 or emailing CommunityGrants@frankston.vic.gov.au

What the panel are looking for (Assessment Criteria)

Applications will be assessed based on the responses to questions in the criteria below:

Criteria	What the panel are looking for
<p>Council's Environment Strategies Alignment</p> <p><i>35% weighting</i></p>	<p>Demonstrates how the project contributes to at least one or more positive environmental outcomes in Frankston City from either the:</p> <ul style="list-style-type: none"> • Greening our Future Strategy 2014-2024, or • Climate Change Strategy 2023-2030.
<p>Community Need and Benefit</p> <p><i>35% weighting</i></p>	<ul style="list-style-type: none"> • Showcases how the project will educate and engage with the community. • Provide significant benefits to Frankston City residents. • Accessible to everyone without discrimination.
<p>Project Management</p> <p><i>20% weighting</i></p>	<ul style="list-style-type: none"> • Demonstrates the community group has the resources and experience to manage the project. • Provides a value-for-money budget. • Prioritises spending within Frankston City. • Considers risk management. • Can deliver measurable outcomes and evaluations at the project's conclusion.
<p>Funding availability</p> <p><i>10% weighting</i></p>	<ul style="list-style-type: none"> • Project addresses a need that would otherwise go unfunded.

What you need to provide (Required Documents)

Public Liability Insurance Policy

- Current Certificate of Currency - Insurance must cover all parts of the activity proposed.

Annual Report or Annual General meeting minutes

- Most recent - Must list committee/board members.

Annual Financial Statement

- Most recent that includes Income/Expenditure, balance sheet and cash flow.
- **Not** your bank statement.

Evidence of cost for essential equipment items

- This can be quotations or website screenshot.

Auspice letter of agreement and required documents (if applicable)

- If you are applying with an auspiced organisation, you must include a **letter of agreement** and all required **documents from the auspice organisation**.

Helpful tip

If you are a **newly established** incorporated entity or considered a **Basic Religious Charity** by the Australian Charities and Not-for-Profit Commission (ACNC), please contact us to discuss alternative evidence by calling (03) 9784 1035 or email CommunityGrants@frankston.vic.gov.au

How we assess your application (Assessment Process)

After you have submitted your grant application:

Eligible grant applications will be assessed in accordance with the criteria and weighting as outlined in each Council grant's application guidelines and assessed by Council Officers as outlined in the Community Grants Policy.

Council reserves the right to:

- Decline any application that does not meet the eligibility criteria.
- 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.
- Cancel any funding where circumstances change.

Conditions of Funding

- **Merit-based assessment.** Each application will be assessed against the criteria outlined in these guidelines.
- **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.
- **Competitive grant.** This is a competitive grants program with limited funding available. Submitting an application does not guarantee funding, or the full amount requested.
- **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.
- **Council contribution is limited.** Council's contribution will be limited to the amount granted. Applicants are responsible for any additional costs.
- **Policy compliance required.** All applicants and recipients must comply with Council's **Community Grants Policy**.
- **Canvassing is prohibited.** Applicants must not attempt to influence decisions by contacting Councillors, Council staff, or assessment panel members.

Successful applicants (and their auspice organisations, if applicable) for Community Group Projects must:

- **Enter into and sign a funding agreement:** Sign the funding agreement to accept the conditions of the funding.
- **Invoice Council by 30 June 2027.** Submit an invoice by 30 June of the same financial year. Late invoices will not be paid.
- **Submit an acquittal report.** Complete an acquittal form via SmartyGrants within 12 months of grant notification or before applying for future grants (*whichever is earlier*).
- **Acknowledge Council's support.** Publicly recognise Council's support in promotional materials or events (announced at your event or AGM, newsletter, or other communications), using:
 - Council's approved logo (in line with [branding guidelines](#)).
 - The phrase: "Supported by Frankston City Council's Community Grants Program".
- **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 childsafefrankston@frankston.vic.gov.au

- **Deliver the funded activity.**
Undertake the activity to Council's reasonable satisfaction, within approved budget and timelines.
- **Use funds for approved purposes.**
Grant funds must only be used for the approved activity unless written approval is obtained (see instructions below).
- **Notify Council of contact detail changes.** Inform Council of any changes to contact details or circumstances during the funding period.
- **Request approval for any significant and substantial changes** such as:
 - Changes to activity details.
 - Reallocation of funds to new, unrelated activities.
 - Deadline extensions (acquittal submission or activity completion).

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

- **Support Council publicity efforts, as required.** Cooperate with Council's promotional activities, provide notice of events, and invite Council representatives where appropriate. Council reserves the right to publicise funded activities including

organisation's name, activity description, funding outcome, and grant amount.

- **Maintain public liability insurance.** Insurance must be held for the duration of the funded activity.
- **Comply with Federal, State or local laws and regulations** while undertaking the funded activity.
- **Maintain financial records.** Retain receipts and invoices related to the grant. **Council may request evidence of compliance at any time.**
- **Return unspent funds.** Unspent or uncommitted funds totalling 5% or more of the grant (and at least \$75) must be returned by the end of the financial year.

Cancellation of Grant

Council reserves the right to cancel and request return 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.

Key Terms

Activity	means the project, program, service, or event proposed in your grant application. It refers to what the grant funds will support and what your organisation will deliver.
Acquittal	means a report provided by the grant recipient demonstrating that the funds were used responsibly and in accordance with the conditions of the grant.
Auspice / Auspicing	means a formal arrangement where an incorporated, not-for-profit organisation manages a grant on behalf of an unincorporated group. The auspice organisation assumes legal and financial responsibility for the grant.
Grant	means sum of money awarded to an organisation to deliver a specific activity, with the expectation that the funds will be used only for the agreed purpose.
Guidelines	means a document that outlines the eligibility criteria, application requirements, and processes for a specific grant program.
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
General enquiries and advice regarding the Environmental Sustainability Grant	Community Grants and Networks Team During business hours: (03) 9784 1035 communitygrants@frankston.vic.gov.au
Communication Access Support service for people with a hearing, speech or communication impairment and for text telephone or modem callers.	National Relay Service To find the NRS call option that best suits you visit: www.communications.gov.au/accesshub/nrs Most NRS call options are available 24 hours, 7 days a week.
Multilingual support 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
Technical issues with SmartyGrants website	SmartyGrants 03) 9320 6888 service@smartygrants.com.au