



Urgent Grant 2026-2027 Guidelines

Acknowledgement of Country

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

Introduction

The **Urgent Grant** provides one-off funding to support not-for-profit community groups responding unforeseen or urgent circumstances that impact service delivery or an immediate community need. Funded activities must arise from unforeseen or urgent situations, be essential, time-critical, and deliver a clear and immediate community benefit.

Apply for a grant of up to \$1,000*.

* Under exceptional circumstances, consideration may be given to applications that require funding beyond the grant limit.

Helpful tip

When deciding if an activity or expense is suitable, ask: ***“Is this need the result of an unexpected change or incident, rather than something that was known, scheduled, routine maintenance or could have been planned for?”***

Key dates

Opening date:	7 July 2026 with multiple rounds.
Closing date:	When fully expended or until 6 June 2027.
Funding Announcement:	Assessed and announced monthly.

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>

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 & Round Dates

Application Stage	What is happening	When
Applications Open	Submit your application online via the SmartyGrants portal .	7 July 2026 - 06 May 2027, or until budget is expended
Eligibility and Assessment	Applications reviewed for completeness and eligibility and scored against assessment criteria. We will contact you if more information is needed.	Monthly
Approval	Delegated decision-maker will review the officers' recommendations and make final funding decisions.	Monthly
Grant Notification	You will receive an email with the outcome of your application by the specified dates in the table below.	Monthly
<i>If approved, Recipient to</i>		
Agree and Sign Funding Agreement	Agree and sign a funding agreement with Council.	Through Financial Year 2026-2027
Invoice Council and receive payment	Once funding agreement is signed, recipient to invoice Council for the approved amount.	Through Financial Year 2026-2027
Deliver your activity	Carry out your grant activity as per the funding agreement.	12 months after grant notification
Report Back	Log in to your SmartyGrants account and complete the acquittal form to report on your activity outcomes and expenditure.	12 months after grant notification

* Council has the right to change the dates below as needed; applicants will be notified of change.

Round	Opens	Closes	Notified By*
1	7 July 2026	6 Aug 2026	19 Aug 2026
2	7 Aug 2026	6 Sep 2026	21 Sep 2026
3	7 Sep 2026	6 Oct 2026	19 Oct 2026
4	7 Oct 2026	6 Nov 2026	19 Nov 2026
5	7 Nov 2026	6 Dec 2026	18 Dec 2026
6	7 Dec 2026	6 Jan 2027	19 Jan 2027
7	7 Jan 2027	6 Feb 2027	19 Feb 2027
8	7 Feb 2027	6 Mar 2027	19 Mar 2027
9	7 Mar 2027	6 Apr 2027	19 Apr 2027
10	7 Apr 2027	6 May 2027	20 May 2027

Funding Objectives

Applications must primarily align with one of the following objectives:

Objective One: Critical support for essential community services

Support organisations to keep essential community services running when unexpected events disrupt normal operations. Funding may support organisations facing a sudden, urgent issue that puts their service delivery at risk, and needs immediate, short-term action to continue or restore services after an unexpected disruption.

Examples:

- **Capability gap:** Short-term training or upskilling needed to respond to an unforeseen challenge.
- **Critical equipment failure:** Urgent replacement of essential items needed to deliver services, up to \$2,000 (excluding end of life equipment replacement).
- **Emergency damage or closure:** Responding to sudden impacts such as storm damage or vandalism.
- **Loss of premises:** Temporary venue hire or relocation when access to usual space is impacted (*excluding long-term leases*).
- **Surge in demand:** Managing a sudden increase in service needs linked to an unforeseen local event or situation.
- **Unexpected staff loss:** Covering urgent, short-term gaps where staff absence puts service delivery at risk.

Objective Two: Community-led responses to emerging crises

Activities that focus on supporting fast, locally driven action in response to a **specific new crisis or disruptive event** affecting vulnerable or disadvantaged residents.

This objective is **not** intended for ongoing or long-standing service needs.

Examples:

- **Community communication materials** for time-sensitive public health or crisis response (e.g. translated flyers, emergency signage).
- **Providing immediate assistance** to residents affected by a new crisis such as a fire, contamination event, or sudden evacuation.
- **Setting up temporary community support hubs** after a localised disaster.
- **Short-term staff or contractors** directly involved in urgent responses (e.g. interpreter - not ongoing staff or core operations).
- **Transport or logistics costs** associated with urgent service delivery (e.g. fuel or short-term van hire to distribute emergency supplies).

Eligibility Requirements

To apply, your organisation must meet **all** of 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 (<i>must provide evidence of agreement</i>)
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 funding, 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:

- A **recipient of the Annual Community Grant** in the same financial year.
- **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>Objectives Alignment</p> <p><i>35% weighting</i></p>	<ul style="list-style-type: none"> Clearly contributes and strongly aligns to one funding objective (see <i>Objectives section, page 3-4</i>). Provides a clear and valid reason for the application to be funded urgently.
<p>Community Need and Benefit</p> <p><i>35% weighting</i></p>	<ul style="list-style-type: none"> Effectively responds to demonstrated local community need, backed by evidence where possible. Directly benefits Frankston City residents and demonstrates inclusive access for the broader community or clearly identified priority groups (see <i>Value-Add Priorities section, page 9</i>). Builds on, complements, or collaborates with existing services without duplication.
<p>Management and Budget</p> <p><i>30% weighting</i></p>	<ul style="list-style-type: none"> Organisation has necessary capabilities, resources and recognised qualifications (<i>where applicable</i>) to successfully deliver the activity. The budget is realistic and shows good value for money. Expenditure within Frankston City is highly regarded. Risk management has been considered and appropriately addressed. Does not pose reputational risk to Council.

What makes your application stronger (Value-Add Priorities)

Applications that demonstrate the following will be viewed more favourably. Every priority need not be met, but strong applications will clearly explain which priorities from the table below are relevant and how they apply to the proposed activity.

Priorities	How your application can be stronger:
<p>Responding to exceptional urgent need</p>	<p>Activity responds to exceptional urgent need.</p> <p>This means a need that is a:</p> <ul style="list-style-type: none"> • Critical situation that requires immediate action to address unforeseen challenges or opportunities significantly impacting the community. • This does not include end-of-life equipment replacement.
<p>Supporting people who face barriers to participation</p>	<p>Activity intentionally supports people who may face barriers, rather than being open to everyone without specific supports.</p> <p>This may include:</p> <ul style="list-style-type: none"> • Designing activities to meet specific needs. • Removing barriers such as cost, transport, accessibility or language. • Creating culturally safe and inclusive environments. • Partnering with organisations that support specific communities. <p>This is particularly important for people who may experience multiple or overlapping barriers, including:</p> <ul style="list-style-type: none"> • Aboriginal and Torres Strait Islander peoples • Older people • People from culturally and linguistically diverse backgrounds • People from lower socioeconomic groups • People who identify as LGBTQIA+ • People with a disability • Women

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.

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.
- **Canvassing is prohibited.** Applicants must not attempt to influence decisions by contacting Councillors, Council staff, or assessment panel members.
- **Competitive grant.** This is a competitive grants program with limited funding available. Submitting an application does not guarantee funding, or the full amount requested.
- **Council contribution is limited.** Council's contribution will be limited to the amount granted. Recipients are responsible for any additional costs.
- **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.
 - Council's approved logo (in line with [branding guidelines](#)).
 - The phrase: "Supported by Frankston City Council's Community Grants Program".

- **Comply with Federal, State or Local Laws and regulations** while undertaking the funding activity.
- **Deliver the funded activity.** Undertake the activity to Council's reasonable satisfaction, within approved budget and timelines.
- **Invoice Council by 30 June 2027.** Submit an invoice by 30 June of the same financial year. Late invoices will not be paid.
- **Maintain financial records.** Retain receipts and invoices related to the grant. Council may request evidence of compliance at any time.
- **Maintain public liability insurance.** Insurance must be held for the duration of the funded activity.
- **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

Successful applicants (and their auspice organisation, if applicable) must:

- **Enter into and sign a funding agreement:** Sign the funding agreement to accept the conditions of the funding.
- **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:



- **Notify Council of contact detail changes.** Inform Council of any changes to contact details or circumstances during the funding period.
- **Return unspent funds.** Unspent or uncommitted funds totalling 5% or more of the grant (and at least \$75) must be returned to Council.
- **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 (acquittal submission or activity completion).

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

- **Submit an acquittal report.** Complete an acquittal form via SmartyGrants within 12 months of grant notification or before receiving any future Council funding (whichever is earlier).
- **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.
- **Use funds for approved purposes.** Grant funds must only be used for the approved activity unless written approval is obtained (see *Variation Request instructions on this page*).

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.
Council	refers to Frankston City Council.
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, support and advice regarding the Urgent Grant	Community Grants and Networks Team (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: http://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