THE CITY OF
GREATER GEELONG

COMMUNITY INFRASTRUCTURE GRANTS: CO-CONTRIBUTION EXEMPTION

2025-26 GUIDELINES

CITY OF GREATER
GEELONG

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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 exemptions from the co-contribution requirements of the City of Greater Geelong's Community Infrastructure Grants. Please read it carefully along with the Community Infrastructure Grants guidelines before applying.

Important words are explained at the back of this booklet (page 7).

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 exemption

INTRODUCTION

The City offers funding for the planning and delivery of community-led infrastructure projects through its Community Infrastructure Grants.

Under these grants, the City will fund up to two-thirds of a total project cost to the maximum grant funding offered. Applicants must co-contribute $1 for every $2 requested in funding and provide any remaining funding required.

The maximum amount of a 2025-26 Community Infrastructure Grant is $250,000 for capital works and $50,000 for planning.

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

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

CO-CONTRIBUTION EXAMPLE

Applicant makes full co-contribution – no exemption			
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
$375,000	$250,000 (maximum grant)	$125,000	Nil
$400,000	$250,000 (maximum grant)	$125,000	$25,000

EXEMPTION EXAMPLE

Applicant receives a full or partial exemption			
Total project cost	**City funding**	**Your contribution**	**Your additional contribution**
$45,000	$40,000	$5,000 (partial exemption)	Nil
$45,000	$45,000	$0 (full exemption)	Nil
$240,000	$240,000	$0 (full exemption)	Nil
$400,000*	$250,000 (maximum grant)	$125,000 (no exemption, maximum grant amount awarded)	$25,000

*In this example the City can only fund the maximum grant amount of $250,000. The applicant must still make a co-contribution and provide the additional balance of funds.

KEY DATES

Applications open:	26 July 2025
Applications close:	1 September 2025 by 5.00 pm (we do not accept late applications)
Notification to applicants:	Within three to four weeks of application submission

HOW WE ASSESS APPLICATIONS

Assessment

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

- **Pre-eligibility check** – applications will be checked to make sure the proposed project meets the Community Infrastructure Grant guidelines and will not be used to operate electronic gaming machines.
- **Officer panel assessment** – if eligible, our officers review the application using the grant assessment criteria in the table below.
- **Executive review and endorsement** – A City Executive reviews and endorses funding recommendations.

Assessment Criteria

Assessment criteria are used to evaluate your application. You must answer questions in the application form to explain how your exemption request meets these criteria.

The following table lists the assessment criteria and explains what we are looking for when assessing your exemption application.

CRITERIA	What we look for when assessing an application
Financial resources	Does the organisation have the financial resources to contribute $1 for every $2 of grant funding? What level of contribution can be made?
Age of organisation	Is this a new and emerging group with limited financial resources, looking to grow?
Level of geographic disadvantage	Where is the facility located?
Revenue from electronic gaming machines	Does the applicant receive direct or indirect revenue from electronic gaming machines (these applications will be given a lower priority).
Additional factors	Applications may be given a higher or lower priority due to other factors not defined in these criteria, such as the importance of the facility to the community, the size of the funding request and the responsibility of owners or national/peak bodies for local assets

How to apply

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.

WHAT YOU NEED FOR YOUR APPLICATION

Before you start your application, use this checklist as a guide for the information you must provide

Checklist

- full and correct applicant name
- address and contact details of applicant
- name and contact details of the person authorised to apply for this grant
- estimate of the total project cost
- financial statements for the previous **three** years of your operations which must include
  - Income and Expenditure
  - Balance Sheet.

PROJECT COST AND IN-KIND CONTRIBUTIONS

Your estimated total project cost can include in-kind contributions for goods and services. Examples include volunteer labour for qualified trades (e.g., electrician, plumber) 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

WHAT HAPPENS NEXT

We will notify you of the outcome by email within three to four weeks of receiving your application.

If you choose to continue with a grant funding application, you must include the outcome of the exemption application with your funding submission.

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.

Word	Explanation
Application	A form you fill out to ask for grant money.
Assess	How we review and consider your application.
Eligibility	The rules that decide if you or your project can receive grant funding.
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)
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.
Log in	Your email and password used to access SmartyGrants.
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.
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.