

Wyndham City

Community Pathway

Grants Guidelines

Acknowledgment of Traditional Custodians

Wyndham City Council recognises Aboriginal and Torres Strait Islander peoples as the first Peoples of Australia. We acknowledge the Bunurong and Wadawurrung Peoples as Traditional Owners of the lands on which Wyndham City operates.

The Wadawurrung and Bunurong Peoples have and always will belong to the Werribee Yalook (river), creeks, stars, hills and red clay of this Country. We pay respect to their Ancestors and Elders who always have, and always will, care for Country and community today and for future generations.

Contents

1. About the Community Pathway Grants	3
2. Eligibility Criteria	3
2.1. Who can apply:	3
2.2. Eligibility requirements:	4
2.3. What can be funded	4
2.4. What will not be funded:	4
3. Assessment Criteria	5
4. Funding Available	5
5. Key Dates	5
6. How to Apply	5
Not sure if you're eligible? Contact the Community Grants Team before you apply at Funding@wyndham.vic.gov.au	6
7. What Makes a Strong Application	6
8. How Applications Are Assessed	6
9. If Your Application is Successful	6
9.1. Project Changes and Conditions	6
9.2. Reporting	7
10. Quick Reference Checklist – Are You Ready to Apply?	7
11. Support for Applicants	7
12. Glossary of Key Terms	8

1. About the Community Pathway Grants

The Community Pathway Grants provides financial support for Wyndham residents who have been selected to participate in eligible sporting competitions and community leadership opportunities.

The Community Pathway Grants Program supports the priorities of the Wyndham City Council Plan 2025–2029, which includes the Municipal Public Health and Wellbeing Plan. These plans guide how the grants are assessed to ensure funds provided create positive outcomes for the Wyndham community.

Wyndham City welcomes applications from groups and individuals representing the city’s diversity, including First Nations communities, people with disability, young people, culturally and linguistically diverse communities, and LGBTIQ+ communities.

- **Sports** - competing or officiating at a national or international event or competition.
- **Community leadership** - building their skills and confidence to take on community leadership roles such as community group committee chair, secretary, treasurer, project management etc., relating to their work in the community.
- Support is also available for carers of a Wyndham resident living with disability to attending the above.
- Applicants can only apply for one Community Pathway Grant per financial year

2. Eligibility Criteria

2.1. Who can apply:

You can apply if you are:

- An Individual person who is a resident of Wyndham Municipality.
- A carer supporting a Wyndham resident living with disability attending a sports or community leadership

You can't apply if you are:

- An Unincorporated group
- An Incorporated Association or a Registered Charity with ACNC
- A current Wyndham City Councillor or staff member
- A for-profit business or commercial enterprise
- Agencies of departments of state or federal government

2.2. Eligibility requirements:

- Applicants must:
 - have no outstanding debts or overdue reports with Council
- Applicants must provide evidence of their:
 - Wyndham residency.
 - selection in the activity or program.
 - costs to participate.
 - financial need – either a Health care card holder or a referral from a relevant community partner, local organisation, coach or teacher.

Program specific:

- **Sports:** Sporting events must be endorsed by the recognised sporting association/organisation as listed by:
 - Sport and Recreation Victoria
 - Australian Sports Commission
- **Community leadership:** applicants must provide:
 - A demonstrated history of volunteering participation and civic engagement
 - Evidence of the opportunity's relevance to their work in the community.

2.3. What can be funded

The items below may be considered for funding:

- Course or program fees
- Uniforms or essential equipment
- Training, leadership, or development programs
- Competition or participation costs
- Accommodation, Travel, for interstate or overseas competition, not including fuel.

2.4. What will not be funded:

- Budget items funded by another source
- Projects that provide any financial benefit or profit to private individuals or businesses.
- Projects that advantage the self-interest of an applicant or that promote the business of the applicant or their associates.
- Activity / program that have already started or finished.
- Expenses paid before application submission or funding outcome notification.

3. Assessment Criteria

The following criteria is used to assess applications to ensure alignment to Council priorities:

Applicants must provide evidence of:

- their Wyndham residency.
- their selection in the activity or program.
- costs to participate.
- financial need – Health care card holder or referral from community partner/local organisation.

Supporting documents require:

- Evidence of costs
- Short personal statement outlining benefit and need

Program specific:

Sports: Sporting events must be endorsed by the recognised sporting association/organisation as listed by:

- Sport and Recreation Victoria
- Australian Sports Commission

Community leadership: applicants must provide:

- A demonstrated history of volunteering participation and civic engagement
- Evidence of the opportunity's relevance to their work in the community.

4. Funding Available

Sports:

- Up to \$1,000 for Wyndham residents competing overseas
- Up to \$500 for Wyndham residents competing in Australia

Community Leadership:

Up to \$500 for Wyndham residents attending eligible leadership development opportunities.

5. Key Dates

The Pathway Grants open at different times during the year. Opening and closing dates are published on the Wyndham City website.

Late applications will not be accepted.

6. How to Apply

Applications must be submitted through the Wyndham SmartyGrants portal. The application will ask you to:

- Describe your project
- Explain how the community will benefit
- Outline your project timeline
- Provide a project budget – [click here to view a copy of the budget template.](#)
- Attach supporting documents outlined in section 2.2

Applications must be submitted before the closing date. Late or incomplete applications will not be considered.

Not sure if you're eligible? Contact the Community Grants Team before you apply at Funding@wyndham.vic.gov.au

7. What Makes a Strong Application

Strong applications:

- Clearly explain the activity/program
- Include a clear and accurate budget with quotes
- Provide required documents.

8. How Applications Are Assessed

Applications go through several stages of approval.

- **Eligibility check**
Council officers check that applications meet the program requirements.
- **Assessment**
Eligible applications are assessed against the assessment criteria.
- **Decision**
Funding recommendations are reviewed and approved under Council delegation.
- **Notification**
All applicants are notified about the outcome of their application by email.

As there is a limited pool of funds for the Funding Stream, meeting eligibility criteria does not guarantee funding. The process is competitive and applications are weighted under the published Assessment Criteria to ensure a transparent process of selection. Council's decisions on outcomes are final.

9. If Your Application is Successful

Successful applicants will:

- Either sign a Letter of Offer with Council.
- Use funds only for the approved purpose and budget.
- Submit required reporting documents.
- Failure to meet the terms and conditions of the Funding Agreement will result in recovery of funds and/or ineligibility for future grants.

9.1. Project Changes and Conditions

Grant recipients can make reasonable requests to vary a funding agreement, following the below conditions:

- All variations must be:
 - submitted through Smartygrants.
 - be approved by Council prior to changes occurring.
- Only one budget variation and one extension can be approved per project.
- Council will not accept requests for variation that create a "new project" unrelated to the approved one.

9.2. Reporting

Reporting is an important part of the grant process. Grant recipients must submit the following reporting:

An acquittal report on the completion of the project which includes evidence of funded budget expenditure and receipts, photos, and evaluation reflections, refer to the **Acquittal Factsheet** for more information.

10. Quick Reference Checklist – Are You Ready to Apply?

- I've checked eligibility and meet all criteria.
- I've confirmed the project type and items are eligible.
- I've prepared a realistic budget.
- I've attached required documents e.g. quotes and other requirements outlined in section 2.
- I understand the reporting and variation conditions.

11. Support for Applicants

The Community Grants Team offers:

- Information sessions and grant workshops.
- One-on-one support to discuss grant ideas.
- Tools, fact sheets, and resources are available on the Council website [here](#).
- Guidance on reporting and acquittals.

Wyndham City is committed to ensuring our grants process is accessible to everyone. If you need this information in another format such as large print, easy read, or translated, please contact the Community Grants Team.

Community Grants Team

 1300 023 411

 funding@wyndham.vic.gov.au

 Community Grants – Wyndham City

12. Glossary of Key Terms

This glossary explains key terms used throughout the Community Grants Guidelines. It's designed to help applicants understand common words and phrases used in the grants process.

Term	Meaning
Acquittal	A short report provided at the end of a project outlining what was achieved, how funds were spent, and what impact was made. A template will be uploaded on SmartyGrants.
Assessment Officer	A Council Officer who reviews and scores applications against the assessment criteria, ensuring fairness and impartiality.
Community Grant	A financial contribution from Wyndham City Council to support projects or activities that deliver positive outcomes for the Wyndham community.
Funding Agreement	A formal document outlining the grant's terms and conditions, including how funds must be used, reporting obligations, and timelines.
Funding Stream	A specific type of grant within the Community Grants Program, such as Grassroots Community Grants, Community Strengthening Grants: Medium, or Large. Each has a defined purpose.
Incorporated Association	A legally registered entity under the <i>Associations Incorporation Reform Act 2012</i> that can apply for grants and enter into legal agreements.
Registered Charity	A registered charity is an organisation registered with the Australian Charities and Not-for-profits Commission (ACNC)
Individual	A person applying for a grant in their personal capacity. Some streams may require an auspice arrangement.
Unincorporated Group	A group without formal legal status that works together for community benefit. Must apply through an auspice.
Project	A specific activity, event, or initiative for which a grant is requested. Must have clear goals, timelines, and measurable community benefit.
SmartyGrants	The online platform used by Wyndham City Council for submitting and managing grant applications.